



# Using the OCAD U Library

OCAD U Graduate Students						
COLLECTION	ITEM TYPE	LOANS	DURATION	RENEWALS	FINES	
				using <a href="#">My Account</a> UNLESS: <ul style="list-style-type: none"> <li>a hold has been placed by another patron OR</li> <li>finer greater than \$10 are on one's record</li> </ul>	see <ul style="list-style-type: none"> <li><a href="#">Overdue Fines</a></li> </ul>	
<b>Circulating Collection</b>	<b>Print Books, Vertical Files (VF), CD ROMs (CDR)</b>	Unlimited	4 WEEKS	✓	5 renewals (2 weeks for each)	\$0.50 PER DAY
	<b>Circulating Videos (VC), DVDs (DVD)</b>	Unlimited	1 WEEK	✗	2 renewals	\$1.00 PER DAY
<b>Short-Term Loan</b>	<b>Reference (REF), Quick Reference (QUI REF), Periodicals</b> (current & bound back issues)	Unlimited	1 WEEK	✗	No renewals No extensions	\$1.00 PER HOUR
<b>In-Library Use Only</b> <ul style="list-style-type: none"> <li>items held at Circulation Desk</li> </ul>	<b>Course Reserves</b> (In-Library Use)	3	2 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
	<b>Course Reserves</b> for TAs in courses for which reserve items are held	Unlimited	DURATION of class for which reserve items are held	✗	No renewals No extensions	\$1.00 PER HOUR
	<b>Library Use Only DVDs, Videos (VC), CD ROMs (CDR)</b>	Unlimited	1 WEEK	✗	No renewals No extensions	\$1.00 PER DAY
<b>In-Library Use Only</b> <ul style="list-style-type: none"> <li>24 hrs. advance notice using Special Collection Request Form</li> </ul>	<b>Off-Site Periodicals, Rare Books (RBC), Artists Books (BWK)</b>	Unlimited	UNTIL CLOSING <ul style="list-style-type: none"> <li>of day item is signed out</li> </ul>	✗	No renewals No extensions	
<b>Inter-Library Loans</b>	<b>Print Books from other university libraries</b>	Unlimited	VARIABLES depending on lending school's policies	✗	No renewals No extensions	\$1.00 PER DAY