



Using the OCAD U Library

OCAD U Undergraduate Students						
COLLECTION	ITEM TYPE	LOANS	DURATION	RENEWALS using My Account UNLESS: <ul style="list-style-type: none"> ▪ a hold has been placed by another patron OR ▪ fines greater than \$10 on one's record 		FINES see <ul style="list-style-type: none"> ▪ Overdue Fines
Circulating Collection	Print Books, Vertical Files (VF), CD ROMs (CDR)	9	2 WEEKS	✓	5 renewals	\$0.50 PER DAY
	Circulating Videos (VC), DVDs (DVD)	3	1 WEEK <ul style="list-style-type: none"> ▪ until library closing on next day 	✓	2 renewals	\$1.00 PER DAY
Short-Term Loan	Reference (REF), Quick Reference (QUI REF),	1	4 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
	Periodicals (current & bound back issues)	2	4 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
In-Library Use Only <ul style="list-style-type: none"> ▪ items held at Circulation Desk 	Course Reserves	3	2 HOURS	✗	No renewals No extensions	\$1.00 PER HOUR
	Library Use Only DVDs, Videos (VC), CD ROMs (CDR)	1	UNTIL CLOSING <ul style="list-style-type: none"> ▪ of day item is signed out 	✗	No renewals No extensions	
In-Library Use Only (24 hrs. advance notice) <ul style="list-style-type: none"> ▪ using Special Collection Request Form 	Off-Site Periodicals, Rare Books (RBC), Artists Books (BWK)	2	UNTIL CLOSING <ul style="list-style-type: none"> ▪ of day item is signed out 	✗	No renewals No extensions	
Inter-Library Loans	Print Books from other university libraries	9	VARIABLES depending on lending school's policies	✗	No renewals No extensions	\$1.00 PER DAY