

ORU Library Information and Policies

www.library.oru.edu

- Your current, validated ORU ID must be presented at every checkout session.
- Only **YOU** can check out library materials with your ORU ID.
- Your registration must be renewed each year you attend school.

Business Hours*

7:30 a.m. – 10:30 p.m. Monday – Thursday

7:30 a.m. – 5:30 p.m. Friday

12:00 p.m. – 10:30 p.m. Saturday

3:00 p.m. – 10:30 p.m. Sunday

*LINC (Library Information Commons), HSRC (Holy Spirit Research Center), summer and holiday hours may vary.

Loan Periods

- 14 days-items in main collection, CMC and AV (28 days for faculty, distance learners, masters, doctoral and senior paper students)
- Items in the Reserve collection (4th floor) range from 1 hour to 4 days.
Some Reserve items are for in library use only.
- DVDs are loaned for 3 days.

Maximum Number of checked out items for most patrons with exception of Alumni

- DVDs - 3 at a time
- Reserve items- 3 at a time
- Main Circulating Collection - 20 at a time
- ALUMNI** - May have up to 5 items checked out.

Renewals

Reserve items, including DVDs, CANNOT be renewed. Other items may be renewed **except** in these situations:

- Item is overdue
- Item is on hold for another patron
- Item has reached the maximum allowable renewals
- Fine or other block on your library account

Returns

Return Library materials to:

- Information Desk - LRC-3rd floor
- Library Service Desk - LRC-4th floor.

DVDs & RESERVES **MUST BE RETURNED TO 4TH FLOOR.**

Covered Drinks and Food

Thank you for helping the library to be free of insects and rodents.

Please enjoy food OUTSIDE the library.

Covered drinks ARE allowed.

Renewals-continued

Items are renewed one loan period **from the day of the request**. Renewals may be requested:

- Online at www.library.oru.edu
- In person at the Library Service Desk
- By email to LibCirc@oru.edu
- By calling the library at 495-6391

Late Charges - Can be paid with Eagle Bucks or cash

Material from main collection, CMC/AV:

\$0.20 per day per item

Patron is encouraged to keep receipt as proof of payment.

Late Charges for Reserve Materials and DVDs

1,2,4 hour checkouts: \$0.60 per hour

1,2,4 day checkouts: \$1.00 per day

→ **3day checkout (DVDs): \$1.00 per day late, per DVD**

Lost Charges

Items extremely past due are considered “lost.” The computer assesses a minimum \$50.00 fee for each item.

Blocks

Accounts may be blocked for any of the following reasons:

- Outstanding library fines
- Overdue materials
- Expired ORU ID card
- Outstanding Interlibrary Loan fees

All blocks must be resolved before checking out or renewing books.

Check Out/Check In

All items **MUST** be checked in/out 15 minutes prior to closing.

Dress Code

Dress code is in effect **YEAR ROUND.**

Please refer to the Student Handbook.

SHORTS MAY NOT BE WORN IN THE LIBRARY.

Cell Phone Usage

Please silence cell phones in the library.

Cell phone usage in restroom hallways (LRC-4) is allowable.