POLICY

1. The MCHSL CHL circulates its materials to the customers within the MCHS Community.
2. The MCHSL CHL complies with all the circulation policies and procedures of OhioLINK and OPAL. These policies and procedures are found on the OPAL Staff web site.

LOAN

1. CHL customers can reserve and check out a maximum of 5 CHL collection bibliographic materials and 2 MCHSL CHL DVD Collection at one time, for a total of 7 items. Journals cannot be checked out for loan.
2. Checkout period for books is 21 days. Items may generally be renewed four times.
3. Checkout period for MCHSL CHL DVD collection is 10 days. DVD’s cannot be renewed.
4. MCHSL CHL customers cannot check out any materials from MCHSL and/or OhioLINK catalogs/collections. Materials from these collections can be provided to MCHSL CHL only with assistance of MCHSL CHL staff.

FINES

1. Overdue fines accumulated by MCHSL CHL customers for MCHSL CHL materials will be waived upon return of the materials.
2. Lost and/or damaged materials from the MCHSL CHL Collection will be replaced according to cost of the new material.
3. Charges for lost MCHSL CHL materials will be incurred in accordance with established MCHSL and/or OhioLINK policies.
4. For the lost materials, MCHSL CHL will accept substitute of the same material, cash or personal checks made payable to "Mount Carmel Health Sciences Library".

MATERIALS NOT RETURNED

1. When MCHSL CHL customers are no longer part of the MCHS Community, whenever possible, MCHSL CHL records will be checked to determine if all MCHSL CHL materials have been returned.
2. If MCHSL CHL materials have not been returned later than 14 days past due date, Library will contact customer to retrieve the materials following MCHSL procedures.

DEVELOPED BY: Library Staff  DATE: 02/07/11
REVISED BY:  DATE
REVIEWED BY: Stevo Roksandic, Director  DATE: 02/07/11
APPROVAL FOR IMPLEMENTATION BY: Anne E. Schell  DATE: 02/10/11