

Staff Borrowing Privileges: These borrowing privileges are available for Xavier University staff with an active status. Please remember to bring your current Xavier ALL Card with you.

Loan Periods, Renewals, Limits, & Charges (XU=Xavier University; OL=OhioLINK; N/A=Not Available)

Material Type	Loan Period	Number of Renewals	Renewal Period
XU books	1 semester	2	1 semester
OL books	3 weeks	4	3 weeks
XU audiovisuals	1 week	1	1 week
OL audiovisuals	1 week	0	0
XU periodicals	1 week	1	1 week
OL periodicals	N/A	N/A	N/A
XU reference materials	See the librarian at the reference desk or staff at the circulation desk.		
OL reference materials	N/A	N/A	N/A
XU traditional reserves	3 hours, 1 day, 3 days, or 7 days	0	0
XU theses & dissertations	3 hours; library use only	0	0
XU archives & special collections	Library use only by appointment with Tim McCabe at 513 745-4821 mccabe@xavier.edu or Patty Greco at 513 745-2998 greco@xavier.edu .		
Material Type	Borrowing Limits	Holds Limits	Charges Limits**
XU materials	500	500	\$500
OL materials	200	100	\$50
Material Type	Overdue Fines	Maximum Fines	Replacement Fees for Lost or Damaged Materials
XU books	No charges	No charges	\$85/item
OL books	50¢/day/item	Maximum \$15	\$110/item* + overdue fines
XU audiovisuals	No charges	No charges	\$85/item
OL audiovisuals	50¢/day/item	Maximum \$15	\$110/item* + overdue fines
XU recalled	\$1/day/item	Maximum \$6	\$85/item + overdue fines
OL recalled	\$2/day/item	Maximum \$15	\$110/item* + overdue fines
XU periodicals	No charges	No charges	\$60/item
XU reference materials	No charges	No charges	\$85/item
XU traditional reserves	No charges	No charges	\$85/item
XU theses & dissertations	No charges	No charges	\$85/item

**These limits reflect the maximum amount of charges you can have on your library record. After this amount is reached you are blocked from borrowing additional items and from placing holds.

*Includes a \$35 non-refundable processing fee, even if the item is returned.

Renewing Materials: You may renew materials online using My Library Record at xplora.xu.edu/patroninfo/ or by contacting the circulation desk in person or by telephone at 513 745-3881. Materials may not be renewed if a hold has been placed on the item by another XU or OL patron, the item has been recalled by a XU or OL faculty member, it is too soon to renew (you may renew materials as soon as 7 days before the item is due), charges on your library record exceed the maximum limits, or renewing exceeds the maximum number of renewals allowed.

Overdue Notices & Bills: All overdue notices and bills for lost items are sent to your Xavier email account accessible through the campus portal. Notices are sent 1 day, 1 week and 2 weeks after the item is overdue; replacement bills are sent 1 month after the item is overdue.

Returned Lost Materials: If a lost XU item is found and returned after you were billed for the lost item, the library will issue a credit or refund of \$85 if the item is returned within 1 year of the date you were billed. If a lost OL item is found and returned after you were billed for the item, only \$75 of the \$110 is refunded. XU and OL overdue fines are not refunded.

Grace Period: You may return or renew an item up to 7 days after the item is due without accruing any overdue fines. However, if the item is not returned or renewed, retroactive charges begin on the eighth day at \$4/item for OL books and audiovisuals.