



MARION CAMPUS LIBRARY

1469 Mt. Vernon Ave., Marion, OH 43302 • (740) 725-6254

Ask. Learn. Succeed.



INFORMATION FOR MARION CAMPUS LIBRARY LOCAL COURTESY USERS

Courtesy or guest users are those patrons who are not enrolled in or working at The Ohio State University or Marion Technical College who wish to use the library equipment and facilities or borrow materials from the Marion Campus Library.

Using the Library Equipment and/or Facilities

Visitors are welcome to use the library itself for research and study. Library computers and equipment are provided for our students, faculty, and staff. They have priority of use. Visitors may use computers and equipment if available, but will be asked to vacate a computer station if needed. Visitors are expected to comply with posted policies regarding appropriate use. Violators will be prohibited from use and may be asked to leave the library premises. Other equipment may be available for use in the library. Please ask circulation staff.

Borrowing Library Materials

Local Courtesy privileges are open to the community-at-large. They include borrowing books and periodicals at the Marion Campus only; there is no Interlibrary Loan available. Materials cannot be requested from other OSU libraries or OhioLINK institutions. A photo ID (Drivers License or State ID) is required to register as well as completion of the *Local Courtesy User Registration* form. There is no charge to register and privileges are valid for one year from date of registration.

After registering and upon your next visit to the library, you will receive a library courtesy card with a special number on the back. **YOU WILL NEED THIS CARD EACH TIME YOU WISH TO BORROW LIBRARY MATERIALS;** we will need to use the number. You will need to show your ID to pick up the card. **Do not give them to other persons. Cards are not transferable.**

You are limited to 10 items checked out at any one time. Items may be renewed unless a hold has been placed on the item by another library patron. **You are responsible for all materials borrowed in your name until they are removed from your record as well as any fines; lost/damaged materials are recalled items. Do not give them to other persons.**

Please respond to any overdue notices received, even if you think they are in error. Failure to respond will result in items going lost and billed. Lost items will be billed for current replacement value. Privileged will be blocked in our system.

All courtesy card holders are asked to notify the library of changes in address, telephone, or e-mail address.

When you initially register, you will be allowed to check out two items.



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LOCAL COURTESY USER REGISTRATION

(Please Print Clearly)

*** Registration is valid for one year from date of registration***

DATE: _____ State Drivers License #: _____ SSN# _____

Name: _____

Address (no box numbers): _____

Telephone: _____

Email Address: _____

If enrolled in school, name of school: _____

I understand that I am responsible for all materials borrowed on the patron registration and that I am responsible for any fines incurred.

Signature: _____ Date: _____

_____ (please initial) *I have read the Local Courtesy User Information Sheet and I agree to the policies contained therein.*

_____ (please initial) *I have received a copy of the Local Courtesy User Information Sheet.*

(Staff Use Only)

Patron BC: _____ Exp. Date: _____

Comment: _____
