

Dickhaut Library Circulation Policies

Visitors' registration and service fee: In order to support central Ohio residents pursuing theological degrees at other institutions or wishing to perform individual theological/religious research, the Dickhaut Library will begin to extend borrowing privileges through the OPAL and OhioLINK catalogs to MTSO Alumni, regional members of the Clergy, and Visitors (non-affiliated persons) on January 4, 2010. Beginning on that date, any person wishing to register for Alumni, Clergy, or Visitor status borrowing privileges will be asked to present a form of photo identification to the Director of the Library. In addition, a \$30.00 service fee during the four-year registration period will be requested for anyone registering for Visitor status borrowing privileges. The purpose of the fee is to cover the use of MTSO resources by non-affiliated users.

Library standards for books borrowed from MTSO by MTSO patrons:

Students, Clergy, Alumni, Visitors: 21 days with 4 renewals unless a hold is placed.
Faculty/Staff: 90 days with 3 renewals unless a hold is placed.

Books borrowed from OPAL or OhioLINK by MTSO students, faculty, staff, Alumni, Clergy, and Visitors: 21 days with 4 renewals unless a hold has been placed.

Note: Alumni, Clergy, and Visitors are limited to only 10 items requested from OPAL/OhioLINK member libraries. No more than five (5) items can be requested from OhioLINK libraries outside of OPAL. Five to ten (5-10) items can be requested from OPAL libraries.

Library standards for media items borrowed from MTSO by MTSO patrons:

14 days with 3 renewals unless a hold has been placed.

Media items borrowed from OPAL or OhioLINK by MTSO students, faculty, staff, Alumni, Clergy, and Visitors: 7 days with no renewals.

Please note that only MTSO students, faculty and staff are eligible to put holds on OPAL and OhioLINK items.

Reserve items:

2 hours and can be renewed unless others are waiting.