



**Policy:** Through mutual agreements with local, area and statewide libraries we are able to borrow books and materials within the OhioLINK and Ohio Private Academic Libraries (OPAL) Consortiums. Payne Theological Seminary's paid membership enables currently enrolled students, faculty and staff with assigned barcodes to borrow books and materials through interlibrary loan fairly quickly (3-5 business days). To maintain a collegial relationship with institutional partners, patrons of the Reverdy C. Ransom Memorial Library must adhere to the loan rules and late fee schedule stipulated by OhioLINK. The Bishop Reverdy C. Ransom Memorial Library adheres to the loan policies set forth by OhioLINK.

---

**Procedure:**

Current students, faculty and staff at OhioLINK member institutions have access to OhioLINK's resources and services. The OhioLINK Library catalog and Digital Resource Commons collections are available to anyone at [www.ohiolink.edu](http://www.ohiolink.edu)

To access library services and borrowing privileges, all students, faculty and staff must obtain a registered barcode from Payne Theological Seminary. To locate books and other items in the Ransom Library or other member institutions visit [www.opal-libraries.org](http://www.opal-libraries.org) or [www.ohiolink.edu](http://www.ohiolink.edu) Payne items are often batched with sister institution, Wilberforce University.

Fines are charged for overdue OhioLINK books and library materials, \$0.50/day (up to \$15). The borrowing privileges of those incurring late fees of \$10 or more are barred from borrowing until fine is paid. Returning an item that has been billed and/or is more than 30 days overdue will incur a \$50 fine. The lost item charge is \$125, e.g. \$50 late charge, \$75 replacement charge. Book can be renewed online through OhioLINK. Renewals can take place up to 7 days before the book is due.

Payne Theological Seminary will charge its patrons late fines and lost charges for OhioLINK materials per current policies e.g. \$50 late charge, \$75 replacement charge. These fees are collected and retained by PTS which bills the patron. PTS is not required to request permission from the owning institution in order to make exceptions to the policy.

PTS may choose to accept a replacement copy in lieu of cash without contacting the owning library. If a replacement copy is received by PTS we will then contact the owning library.

**Faculty Loan Privileges**

Books are loaned for 3 weeks and may be renewed up to 6 times (up to a maximum of 21 weeks) as long as another user does not request the book. Book loans to faculty users have a 6 week (42 days) loan period and may be renewed up to 6 times (up to a maximum of 42 weeks) as long as another user does not request the book. Non-book items are loaned for 1 week and are not renewable. Some items may be renewed due to their format or because they have been requested by another user. Please return items promptly, and request a new copy.

## **Student/Staff Loan Privileges**

Books are loaned for 3 weeks and may be renewed up to 6 times (up to a maximum of 21 weeks) as long as another user does not request the book. Non-book items are loaned for 1 week and can be renewed up to 3 times as long as another user does not request the item. Some items may not be renewed because they have been requested by another user. Return items promptly, and request a new copy.

Reference books may be taken from the Library Reference Collection on the order of the Director of Library Services only, and no book of great value, required for frequent reference, shall be removed from the library.