

## **OHIO WESLEYAN UNIVERSITY LIBRARIES CIRCULATION POLICY**

### **INTRODUCTION**

This policy provides guidelines for the circulation of all library materials in all formats within the Ohio Wesleyan University Libraries. It equally applies to the services provided for to our users through our participation in

- a) the consortium of CONSORT Libraries, developed in 1996 to integrate all libraries from the College of Wooster, Kenyon College, Denison University and Ohio Wesleyan University, and
- b) the statewide consortium of OhioLINK libraries joined by CONSORT in 1997.

Four basic questions are addressed in this policy.

- 1) Who may borrow materials?
- 2) What materials will be lent?
- 3) For how long may materials be borrowed?
- 4) What will happen when materials are not returned on time?

In addition, issues related to the circulation of materials, such as user confidentiality and interlibrary loan are addressed. Procedures for the implementation of this policy have been established within the various units of the library system responsible for circulation of materials.

### **OHIO WESLEYAN UNIVERSITY LIBRARIES**

This policy addresses the circulation of materials located in Beeghly Library, including the Archives Of Ohio United Methodism, the Ohio Wesleyan University Historical Collection and Rare Books; as well as materials located in the Hobson Science Library, the Kinnison Music Library, and the Media Center. All of these units report to the Director of Libraries and share common funding, policies and support systems.

The following statement on the role of the Ohio Wesleyan University Libraries was passed by the faculty on April 15, 1985.

The role of the Ohio Wesleyan University Library System is to participate actively in the instructional process as a **TEACHING LIBRARY**. A **TEACHING LIBRARY** is a library which is integrally and directly involved in implementing the

University Statement of Aims, in addition to serving as a support for academic programs. The library system carries out the role of the Teaching Library by:

a) encouraging and facilitating life-long learning through the development of instructional programs which emphasize investigative skills;

b) providing distinctive programs and services designed to meet the intellectual and cultural needs of our students, faculty, staff, alumni and community; and,

c) developing an organized collection of materials and equipment, and establishing information services which best satisfy the present and future needs of the university in relation to teaching, research, and community service.

### **ACCESS: THE BASIC PRINCIPLE**

Access to library resources is a priority of the teaching library. Policies concerning circulation of materials are designed to encourage maximum use of all resources.

Access to the collections for Ohio Wesleyan University students, faculty, and staff is the first priority; however, the needs of a broader community of users (secondary users) should also be met when their needs are not in conflict with those of our primary users.

Materials needed by users should be available when required, but having materials on the library shelf is not necessarily as important as being able to retrieve them efficiently when required. A high value is placed on having materials on the shelf only in order to promote the user's ability to browse. Limitations are placed on the use or loan of materials only to increase access to such heavily used materials as reference collections or required-reading materials for courses. Limitations may also be set to preserve and make possible the future use of certain rare or fragile materials. The provision of low-cost copying for materials in paper, microform, and digital formats (within the guidelines of the Copyright law) is one way of increasing access and preserving resources.

Ohio Wesleyan University's participation in loaning and borrowing through CONSORT and OhioLINK libraries substantially enlarges the borrowing power of our primary users, and reduces the limitations to access imposed by what is available on the shelves at any one time.

Educating users to respect the access principle is a goal of our teaching approach. Users should return materials promptly to the library when due or no longer needed. They should also respond conscientiously to recalls on resources needed for other users, and be understanding of the needs of others when the general access principles cause some personal frustration.

When users occasionally abuse or ignore the access principle to the detriment of others, enforcement methods such as fines, denial of service, or judicial action are required. These enforcement actions are intended primarily to assure access to the collection for all users. In dealing with abusers of library privileges, the first commitment is to educating and encouraging these users to maintain accessibility, rather than to punishing them.

### **POLICY DEVELOPMENT AND REVIEW**

The process of developing this circulation policy focuses the thinking of the library staff, faculty, students and administrators on the nature and rationale for the loan of library materials. Policy development is an ongoing process.

This is particularly true in a library system responsive to its users and to campus climate at a time when changing technologies continuously impact the dissemination of information. Thus, policy is subject to periodic review to determine if it is still consistent with the teaching library philosophy as it evolves and to assure that it continues to allow the library system to support the University's goals and objectives as fully as possible.

Policy review is expected to occur through discussions:

- 1) between librarian liaisons and departmental representatives;
- 2) between the staff responsible for implementing the policy (Chief of Circulation, Director of Media Services, Branch Managers, etc.) and the users of the collections
- 3) among the library system staff; and,
- 4) with the Provost, the Committee on Teaching, Learning & Cross Cultural Programming Library Subcommittee or the full committee when significant alterations to the policy are considered.

As the Archives of Ohio United Methodism receives funding from the West Ohio Conference and the East Ohio Conference of The United Methodist Church as well as the University, and the Kinnison Music Library is partially funded by the Music Department, these bodies are also involved in the establishment and review of policy as appropriate.

Policy revision shall involve the library staff, Provost, Committee on Teaching, Learning & Cross Cultural Programming Library Subcommittee and other appropriate bodies. The Committee on Teaching, Learning & Cross Cultural Programming shall carry the review to the full faculty if deemed appropriate.

The development of procedures to carry out this policy is the responsibility of the library system units charged with policy implementation.

## **CATEGORIES OF USERS**

### **I. Primary Users:**

The primary users of the collections and services of the Ohio Wesleyan Libraries are those persons most essential to the purpose of Ohio Wesleyan University:

Students - All currently enrolled Ohio Wesleyan University students.

Faculty - Currently employed faculty, adjunct faculty, and emeritus faculty.

Staff - All other university employees: administration, classified, buildings and grounds, etc., and all retired staff.

### **II. Secondary Users:**

Although our collection resources and our staff time are heavily committed to our primary users, extending library privileges to the broader Delaware community, to alumni, and to students, faculty and staff from other schools furthers

a cooperative spirit that supports our students as they use community resources, helps meet the needs of alumni who provide support for the University, and allows the library to share the spirit of service at Ohio Wesleyan.

There are two sub-categories of secondary users: A) those who may borrow materials from the collection on their own; and B) those who require an agreement between the OWU Libraries and another institution or individual to do so. In addition, the Ohio Wesleyan University Libraries will endeavor to honor referrals from other libraries and reserves the right to offer one-time only circulation privileges to users who do not fit any of the categories below:

A) Individual Borrowers:

Residents - Delaware County residents over 18 years old.

Alumni - Graduates of OWU, no matter where they reside.

OWU Family - A spouse or child over 18 years of age of current and retired OWU faculty and staff, no matter where they reside.

Friends - Any member of the Friends of the Ohio Wesleyan University Libraries over 18 years old, no matter where they reside.

B) Individuals Requiring Institutional or Individual Backing:

High School Students - As a part of its commitment to education and to service, the Ohio Wesleyan University Libraries extend borrowing privileges to those students: 1) from area high schools that have fulfilled the conditions for circulation privileges as outlined in the Policy on Service to Schools; or, 2) for whom their parents or an OWU staff member have agreed in writing to be responsible for materials charged out to the student.

Participants in Reciprocal Borrowing Agreements - As formal or informal reciprocal agreements can serve as a means of access to larger or more specialized resources on another campus and thus greatly benefit our students and faculty, the Ohio Wesleyan University Libraries extend borrowing privileges to those faculty, staff, and students of other academic institutions which offer similar circulation privileges to our faculty, students and staff in accordance with our Policy on Inter-Library Cooperation.

Independent Scholars - Those individuals without institutional affiliation engaged in scholarly work who have been designated as Independent Scholars by the library in accordance with the Policy on Library Support of Independent Scholars.

Borrowers from Other Libraries – Individuals from CONSORT and OhioLINK libraries have direct borrowing privileges as specified in the policies of these consortia. Referrals from other libraries will be given limited library privileges as deemed appropriate by the Head of Public Services.

## **CONFIDENTIALITY OF USERS**

The Ohio Wesleyan University Libraries respect the right of users to privacy in their pursuit of information or reading for knowledge or pleasure. Circulation records are considered confidential. The names of users who have borrowed materials or the names of the materials will not be released without court order. The Ohio Wesleyan University Libraries do not retain records of circulation transactions once materials are returned.

## **CIRCULATION PERIODS AND OVERDUE PENALTIES**

### **I. Circulation Periods and Limits on Number of Materials Loaned**

The academic and research needs of our primary users (Ohio Wesleyan University students, faculty and staff) are the determinants of circulation periods and overdue penalties. To meet curriculum and research needs, as is typically the case in academic institutions, faculty and staff are generally granted longer loan periods for most categories of materials than are students. It is assumed that even though longer loan periods are available, materials will be returned as soon as possible and that faculty and staff will respond positively to requests to return materials needed by other OWU users.

OWU students may borrow as many materials as faculty and staff but typically for a shorter period of time. Students may, however, negotiate a longer loan period with the Chief of Circulation, Assistant Chiefs, Branch Managers, or Director of Media Services, in consultation with the librarian liaison responsible for the subject area.

Ohio Wesleyan faculty, students, and staff are limited to the loan of 200 items from the OWU Libraries at any given time. The loan of more material may be negotiated with the Chief of Circulation, Assistant Chiefs, Branch Managers, Director of Media Services or his assistant. More stringent limits on the number of materials and length of loan are placed on categories of secondary users so that their use of the library will not be in conflict with that of OWU students, faculty and staff.

### **II. Renewals**

The majority of materials which circulate may be renewed. Exceptions are reference works and reserve materials, as these materials circulate under greater limitation than other material, if at all, due to higher demand. All categories of users except those who have been granted special one-time use privileges may renew materials if they are not needed by Ohio Wesleyan University students, faculty and staff. Limitations are placed on the number of times materials may be renewed to encourage the availability of our library resources for browsing. All users are encouraged to renew their materials on line.

### **III. Overdue Notices and Fines**

The responsibility for renewing or returning materials on time lies with the borrower. To remind users of this responsibility, up to three overdue notices will be sent by the OWU Libraries when materials are overdue. As these notices are a courtesy, failure to receive an overdue notice is not license to keep materials beyond the date due.

For all categories of materials, a courtesy grace period has been established to permit users some flexibility in returning or renewing materials on time. Grace periods do not apply to materials recalled for use by OWU students, faculty and staff, nor do they apply in the case of materials in heavy demand. The Chief of Circulation, Assistant Chiefs, Branch Managers, or Director of Media Services may extend the time designated as grace period when circumstances warrant.

There are situations in which user failure to respond to attempts by library staff to regain borrowed materials may interfere with the ability of other OWU users to meet academic requirements. In such cases, or in cases of continual abuse of access principles, the OWU Libraries reserve the option to refer the case to the University's judicial system.

The purpose and procedures of the judicial system are outlined in the Code of Student Conduct handbook which is published annually.

Fines for overdue materials will be charged to all categories of users except OWU faculty and staff. Users can view on line their fines as well as the due date of borrowed materials. Negotiation of and/or elimination of fines is at the discretion of the Chief of Circulation, Assistant Chiefs, Branch Managers, or Director of Media Services. Such discretionary action is encouraged when clemency will provide the opportunity to educate users concerning the importance of maintaining the accessibility of the collection for others.

In those cases where the payment of fines is required, fines will be billed to student accounts in accordance with the "Expenses and Financial Aid" section of the University Catalog. Other users will be billed at their home address. In the case of secondary users (Delaware residents, alumni, OWU family, OWU Friends and institutional users) who have accumulated more than \$35.00 in unpaid fines and fees, borrowing privileges will be suspended until the account is cleared. This is to prevent abuse of borrowing privileges by users over whom the library has little power with which to encourage the return of materials.

#### **IV. Lost/Damaged Material Fees**

All categories of users who lose materials are expected to pay a replacement fee and a processing fee which represent the average cost of adding materials to the collection. The replacement fee and processing fee are refundable provided a replacement copy has not been ordered by the library system prior to the return of the missing material. The replacement fee for materials returned after that time may be refunded at the discretion of the Chief of Acquisitions or the Director of Media Services, in consultation with the librarian liaison responsible for the subject area, but the processing fee is non-refundable.

Users who lose materials may substitute copies of the missing materials rather than pay the library replacement fee, provided the substitute is acceptable to the OWU Libraries and is available within an agreed upon time to be negotiated with the Chief of Circulation, Branch Managers, or Director of Media Services in consultation with the librarian liaison responsible for the subject area. The user, however, must still pay the processing fee.

Users who damage materials will be charged the cost of repair, if repair is possible, but will be charged a replacement fee plus the processing fee if repair is impossible. Determination of the advisability of repair or replacement will be made by the appropriate OWU Libraries staff member.

Charges for lost or damaged materials and processing fees will be automatically billed to student accounts in accordance with the "Expenses and Financial Aid" section of the University Catalog. Other users will be billed at their home address.

#### **V. Questions**

Users who have questions regarding circulation periods, renewals, overdue notices, fines, repair charges or replacement fees are urged to talk with the library staff member responsible for the circulation of the materials in question. If issues remain unresolved after these discussions, users may appeal to the Director of Libraries who is ultimately responsible for the implementation of this policy.

## LIMITATIONS ON CIRCULATION OF MATERIALS

### I. **Books From the Stacks**

Because of the nature of the use typically made of books, the length of loans and the number of renewals permitted are greater for books from the stacks than for any other category of material. Circulating books from the stacks of Beeghly Library and the branches are loaned for specified time periods determined by user category. Renewals and total number of permitted check-outs also vary by user category. Extended borrowing privileges may be arranged through consultation with appropriate staff.

### II. **Reference Books**

The Reference Collection contains books which normally do not circulate as they are sources of information which the library staff believes will be needed on an "on demand" basis. Books are located in the Reference Collections of Beeghly Library and the branches in accordance with the Reference Collection Development Policy.

Under special circumstances, with permission of a librarian or Branch Manager, reference books may be loaned to OWU faculty, staff, and students for a restricted time. Many reference books, however, are not eligible for even limited circulation because of high use, currency and high demand for information. Renewals of reference books are not permitted.

### III. **Periodicals**

Periodicals from the stacks of Beeghly Library and the branches may be borrowed only by OWU faculty and staff. Periodicals in microfilm or microfiche format and newspapers typically do not circulate even to faculty, staff or students except under special circumstances. All categories of users other than OWU faculty and staff must use periodicals in the libraries or make photocopies for use outside the library.

As the periodicals are in heavy demand in all disciplines and usually require less time for use than do books, loan periods are shorter than for stack books and renewal privileges are more limited.

### IV. **United States Government Publications**

As a federal depository library, Ohio Wesleyan University has an obligation to permit public access to government publications which equals that of its obligation to its primary users. All U.S. government publications, with the exception of those located in the Periodicals Section and those on microfiche, Cd Rom, DVD, or videotape, circulate as books. Those in Periodicals circulate as periodicals. Documents on videotape circulate as media, while those on microfiche, Cd Rom, or DVD do not circulate. In order to provide equal access to government publications for all users, circulation privileges for faculty, students, staff and all other users are the same for U.S. government publications.

Ohio Wesleyan University contains one of the oldest federal depository libraries in the country and, as such, holds many valuable materials requiring conservation measures. The right is reserved to limit the use of any federal government publication to library use only for the purpose of preservation or to increase access to a heavily used document.

## V. **Materials on Reserve**

Materials in high demand are placed on reserve in Beeghly Library, at both the Circulation Desk and Media Center Desk, and in the branches. This is to increase access to all by limiting the time any one person may have the material or the circumstances under which the material can be used. There are two sub-categories of reserve materials: course reserve and library reserve.

Course reserve materials are placed on reserve at the request of faculty or library staff when these resources will be heavily needed by classes for a limited period. The circumstance under which the material is to be used, including duration of loan, is determined by the person placing it on reserve. As these materials are in high demand at Ohio Wesleyan University, the loan of reserve materials is limited to faculty, students and staff only. U.S. Government publications placed on course reserve will be loaned to all users in order to maintain equal access to these materials.

Faculty members may place personal copies of materials on course reserve. Faculty members are encouraged, however, to communicate with librarian liaisons to see that the library has a collection adequate to meet course-related needs. Personal copies will be treated in the same manner as materials owned by the library and will be returned to the faculty owner at the end of the semester or upon request. If personal copies are lost while on reserve, users will be charged as if the materials were owned by the library. The faculty member will be reimbursed or provided with another copy of the item purchased by the library.

Library reserve for circulating or reference materials may be requested by library staff to allow access by more users. This need would normally be occasioned by several classes of various instructors using a particular resource or researching a similar topic at the same time. In rare cases, library reserve status can be requested to more strictly control the use of frequently stolen research tools. The loan period of a reserve item is determined by the person requesting the reserve status. Materials placed on library reserve are loaned to all categories of users.

Every effort will be made by the library, within the constraints of the Copyright law, to provide multiple copies of reserve items when possible. The library will also make every effort to make available low-cost copying, within the guidelines of the Copyright law and to permit a second reserve loan period when no other user needs the reserve item; however, the need of other students in the same class, etc., must be protected.

Since the purpose of putting a reserve status on materials is to make those materials available to the maximum number of users possible, failure to cooperate with the use limits is considered a serious matter. Appropriate action, in accordance with the enforcement methods outlined earlier in this policy, will be taken against those who abuse borrowing privileges in relation to reserve materials.

Note: Electronic Reserves. The OWU Libraries also provide for material in digital format to be made available to our primary users through Electronic Reserves. Access to the material posted on these sites by either faculty or library staff is restricted by password to the members of a class or other campus groups to which it is targeted.

## VI. **Materials from Archives/Special Collections**

Materials are assigned to the Ohio Wesleyan Historical Collection, The Archives of Ohio United Methodism or the Rare Books Collection because the need to preserve these materials outweighs individual rights to immediate access. The collection development policies for each collection outline the criteria used to place materials in each collection. The Special Collections General Use Policy outlines the circumstances under which the collections may be used.

Many of the materials housed in the Archives/Special Collections area of Beeghly library are irreplaceable and so do not circulate. In rare instances the curator or archivist for each collection may give permission for materials in their respective collections to circulate. The person granting special permission determines the length of the loan period and any penalty for failure to comply.

## **VII. Audio-visual Media**

A collection of DVDs, Cd Roms and video tapes is maintained by the Media Center in support of the curriculum. All Media Center audio-visual media may be borrowed by OWU faculty, staff, and students, with the option for renewal. Typically loan periods are limited to ensure Media Center ability to respond to campus needs. In cases where longer loans will advance curricular interests, these can be arranged. Audio-visual media are also loaned to off-campus CONSORT and OhioLINK users according to the reciprocal agreements similarly benefiting OWU's primary users.

Music recordings on tape, long-playing records and compact disks are available in the Kinnison Music Library located in Sanborn Hall. As these materials are purchased with Music Department funds to support the music curriculum, circulation policy is set by the Music Department in consultation with library staff and implemented by the library.

## **VIII. Audio-visual Equipment**

The Media Center maintains a circulating equipment collection in support of the curriculum, student activities, and high administrative priorities. Equipment is circulated in two ways: 1) on long-term loan to academic offices or administrative programs, and 2) on short-term loan to OWU faculty, staff, and students.

### **A) Long-Term Loan**

The Media Center will loan equipment for the academic year to any academic or administrative department on a first-come first-served basis with priority given to support of the curriculum. Equipment may also be loaned for the summer or for shorter periods of time as needed. The borrowing department or office must be able to store the equipment securely and must make it available for occasional use by other users (when not in use by departmental personnel) by arrangement with Media Center staff and must make equipment available to Media Center staff for maintenance on a mutually agreed upon schedule.

### **B) Short-Term Loan**

Equipment may be borrowed with prior notice by faculty, staff, and students, with the option for renewal. The circulation period is limited to ensure that sufficient equipment is available to meet campus demands. Prior notice requirements will vary depending on availability of staff and equipment and are set forth in the Media Center Service Guide. Circulation of equipment is coordinated by the Director of Media Services to ensure that the patron is properly trained in the equipment's operation.

## **IX. Ensemble Music**

The Kinnison Music Library in Sanborn Hall contains a collection of ensemble music purchased with Music Department funds to support the curriculum and extra-curricular music activities. Circulation policy for these materials is set by the Music Department in consultation with library staff and implemented by the library.

## **EXCEPTIONS TO FULL CIRCULATION PERIODS AND RENEWAL FOR ALL MATERIALS**

### **I. Request to Return Materials Before Due Date**

There are times when lending material for the full circulation period is counter to the basic principles of access and the teaching library philosophy. When materials needed for course assignments or by a number of OWU faculty, staff or students are not available because they are loaned to one individual, maximum use of the collection is not possible. The OWU Libraries, therefore, reserve the right to limit the number of materials which can be taken out on any one topic. The Libraries also reserve the right to request the return of materials before due, a process known as recalling materials. A recall system, when linked to the reserve system can increase access to materials in temporary high demand. However, a recall system does mean that at times users who have borrowed materials may be inconvenienced. While every effort will be made to reduce this inconvenience, some users will be asked to reduce their personal access to materials to provide an opportunity for others to use them too.

All materials, with the exception of government publications, will be recalled only for the use of OWU faculty, students and staff. Government publications will be recalled for use by any library patron. Material in high demand or required for course work will be recalled from any user and placed on reserve, where all can have equal but limited access. Materials may also be recalled from any user for OWU faculty, staff and students when the lack of specific material prohibits satisfactory completion of course work or research. This material may be placed on reserve or loaned to the requestor depending on circumstances. If requested, materials which have been recalled will be re-circulated to the original borrower after the period of high demand.

Materials are recalled either by phone or e-mail, depending on urgency, by the Chief of Circulation, Assistant Chiefs, Branch Managers, or Director of Media Services. A recall system requires the full cooperation of all library users. Failure to respond to a recall notice is considered a serious violation of access principles. The library retains the option to bring users who fail to respond to recall notices before the University's judicial system.

### **II. Limitations on Renewal of Materials**

Renewal of materials is encouraged except when other OWU users have requested the same materials. When materials in circulation are needed by an OWU student, faculty or staff member but the need isn't sufficiently urgent to warrant recalling the materials, a user may request that a "hold" be placed on them. This means that the materials cannot be renewed and will be held for the requestor when returned. Placing a "hold" on an item can provide access to materials in which an interest was aroused through discussion or review or to resources that are included in a continuing planned program of reading. The user who places a "hold" on an item will be notified when it is available and is thereby freed from continually re-checking its availability at the library.

### **MISSING MATERIALS**

From time to time, users will not be able to locate materials in their appropriate place. This is an unfortunate and frustrating experience for all. Users are asked to assist the library by reporting missing materials. Users urgently needing any missing materials should seek the assistance of a staff member who can advise them on how to obtain the materials from another source.

### **INTERLIBRARY LOAN**

Ohio Wesleyan University's ability to borrow resources from other libraries can give the user access to millions of volumes not owned by the Ohio Wesleyan University Libraries. Besides the interlibrary borrowing through CONSORT

and OhioLINK, resource sharing management software such as ILLiad allows OWU libraries' primary users to have access to the holdings of libraries worldwide by placing requests through a link on the OWU Libraries homepage.

In reciprocating for these services, the OWU Libraries will lend materials to other libraries only if the requested materials are on the shelf. Materials on loan to OWU Library users will not be recalled to meet interlibrary loan requests. Materials on loan through interlibrary loan will be recalled only if required for course reserve. OWU Library users are encouraged to place a "hold" on any desired items that are on loan to other institutions; by doing so, renewal of those items can be limited and users can be notified as soon as the items are available.

**OST OF OUR LOAN RULES**

	students	faculty/staff	other
Maximum # of checkouts	200	200	25 H.S. students: 5

<u>Our material</u>	loan period	renewals	loan periods	renewals	loan period	renewals	finest (except faculty/staff)
Books in the general collection	5 weeks	2	1 year	1	5 weeks	1	50¢/day after 10 days \$5 max \$85 replacement
GovDocs	5 weeks	2	5 weeks	1	5 weeks	1	
Browsing Collection	5 weeks	0	5 weeks	0	5 weeks	0	
Periodicals	0	0	1 day	0	0	0	\$1/hour no grace period \$25 max
Course Reserves	As specif.	0	As specif.	0	0	0	
Permanent Reserves	As specif.	0	As specif.	0	As specif.	0	
Non-circ items	With permission, 1 day (default) or as specified, usually no renewal						
Newspapers	Do not circulate						
Most media	2 days	2	2 days	2	0	0	\$5/day after 2 days \$25 max

**CONSORT/OhioLINK material:**

Who may borrow? (and maximum # of requests)	students (100) (seniors same as faculty →)		faculty/staff/senior stdts (100)		family of faculty/staff, alumni, and Friends of the Library (25total;5 OhioLINK)		finest (except faculty/staff)
	loan period	renewals	loan period	renewals	loan period	renewals	
CONSORT loans	3 weeks	2	End of term	1	3 weeks	2	finest: 50¢/day after 7days \$15 max replacement : CONSORT:
OhioLINK loans	3 weeks	4	3 weeks	4	3 weeks	4	

Media	7 days	0	7 days	0	7 days	0	\$115 OhioLINK: \$125 (\$50 after billed book is returned)
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