



RIOCAT

RioCat (<http://alpha.rio.edu>) is Davis Library's online public catalog. It provides indexing for all the books, serials, and media materials on Davis Library's shelves. RioCat is also available from the Davis Library's primary website <http://www.rio.edu/library>.

Once on RioCat, select "**My Record**". By selecting this option from RioCat and providing your name, library card number and PIN, you can find out what you have checked out, its status (due date, overdue), and renew it.

OHIOLINK

OhioLINK <http://www.ohiolink.edu> is a consortium of libraries from Ohio's universities, colleges, community colleges and the State Library of Ohio. Because of licensing restrictions, OhioLINK services are generally not available to community patrons. Community patrons may request books and articles using Davis Library's Traditional Interlibrary Loan service (see inside). OhioLINK's online databases are available to community patrons only when on-campus. Many of these databases provide full-text articles that can be printed or emailed. Other [OhioLINK](#) services are also available to community patrons, but only when on-campus. If you have questions regarding using OhioLINK services as a community patron, please contact Deb Thompson, Access Services Associate, thompson@rio.edu / 740-245-7005 or 740-245-7398, Main Floor, Room 117.

Traditional Interlibrary Loan

Davis Library provides its community patrons with access to These materials can still be ordered through Davis Library's traditional interlibrary loan service (ILL).

To order a book or periodical article from another library through ILL, ask for the appropriate form at the Circulation Desk or complete a form online at the Library's Circulation webpage <http://www.rio.edu/library/Interlibrary-Loan-Request.cfm>. Fill out the form completely (including whether you are willing to pay a fee for the item you are requesting). ILL book requests generally take one to two weeks to receive. Requests for photocopies of journal articles may take up to one week. ILL forms which are not entirely completed will be returned unprocessed, costing valuable time.

Government Documents

As a partial US Government Documents Depository, Davis Library maintains a collection of federal publications.

Questions regarding interlibrary loan and Government Documents should be directed to Deb Thompson, Access Services Associate, thompson@rio.edu, 740-245-7398, Main Floor, Room 117.

COMMUNITY PATRON SUPPORT @ DAVIS LIBRARY

UNIVERSITY OF RIO GRANDE
RIO GRANDE COMMUNITY COLLEGE



QUESTIONS?

CIRC DESK	740-245-7005
REFERENCE DESK	740-245-7344
	740-245-7382

LIBRARY HOURS

MON. - THURS.	8 AM - 10 PM
FRIDAY	8 AM - 5 PM
SATURDAY	1 PM - 5 PM
SUNDAY	5 PM - 9 PM

(HOURS SUBJECT TO CHANGE)





JEANETTE ALBIEZ DAVIS LIBRARY

Circulation

Community Patrons can check out regular circulating materials at the Circulation Desk by presenting a valid Davis Library Borrower ID. Community patrons may register for a free borrower's ID card at Davis Library's Circulation Desk. Community patrons may borrow materials for three weeks and can renew materials provided another patron has not placed a hold on the material. Media and reserve materials are circulated for shorter periods and have different fee and overdue stipulations. Community Patrons may not borrow materials through OhioLINK or through SearchOhio. Reference materials and periodicals are not to be removed from the Library.

Borrowing Policies (Regular Circulating Materials)

- 3 week loan period
- 1 week grace period
- May renew 4 times, however ...
- **You are only guaranteed one three week loan with any book, if the book has been requested, no renewals can be granted.**
- May place a hold
- **Overdue fines:** Overdue fines: 10 cents per item per day. Maximum \$15 per item.
- Fines accrue during grace period, although no charge if returned within one week of due date.

- **Lost Material: Generally \$75 + \$35 billing fee + \$15 max. fine (\$125 total) per item although charges may be higher for some items**

Borrowing Policies (Media Materials)

- 1 week loan period
- No grace period
- No renewals
- No holds
- Overdue fines: 10 cents per item per day. Maximum \$15 per item.
- Fines begin to accrue immediately after due date -- no grace period
- **Lost Material: Generally \$75 + \$35 billing fee + \$15 max. fine (\$125 total) per item although charges may be higher for some items**

Davis Library reserves the right to suspend borrowing privileges for any user who is seriously delinquent in returning materials. Similar action may be taken for delinquent unpaid charges. For more information, contact Deb Thompson, Access Services Associate, thompson@rio.edu / 740-245-7398.

Reference Services

Registered community patrons may use reference services to assist in locating information or for quick answers to pressing questions. The Library's Reference web page provides a wealth

of information and subject oriented guides – <http://libguides.rio.edu>. Professional reference services are available Monday–Thursday 8 AM – 10 PM and 8 AM – 5 PM on Friday, either by face-to-face contact, phone or email. Please allow up to 24 hours for email responses over weekends. Reference services can be accessed by calling 740-245-7344 or 740-245-7382 or by emailing refdesk@rio.edu.

Friends of Davis Library

The Friends of the Davis Library is a volunteer organization that seeks to promote the library's significance and value both on and off campus.

The group's mission is to enrich the cultural, social and intellectual life of both the university and the community at large. Its membership extends beyond the campus community and is open to anyone interested in helping the organization fulfill its goals. The group engages in a wide variety of activities (including fundraising) that are designed to stimulate the use and growth of the Davis Library's collections and services. For more information, contact Amy Wilson, Reference Outreach Specialist, awilson@rio.edu / 740-245-7382.



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