

DUNS SCOTUS LIBRARY

AT LOURDES UNIVERSITY

Call us at (419) 824-3761

Email: LourdesLibrary@Lourdes.edu

Webpage: <https://www.lourdes.edu/academics/library/>



SPRING 2021

HOURS OF OPERATION:

Monday – Thursday 9am - 7pm

Fridays 9am – 4pm

CLOSED Weekends

CLOSED if University is Closed:

January 18- MLK Day, February 17
& March 16- Wellness Days, April 1
& 2- Easter

Hours are subject to change

DUE DATES & RENEWALS:

Return items on time or request a renewal. To renew items online, visit our library webpage, scroll down, & click [View Your Library Account](#)

Lourdes Book Fines: 0.10/day

OPAL/OhioLINK Fines:0.50/day

**Extended Renewals on

OhioLINK & Lourdes materials
because of Covid-19**

RETURNING BOOKS:

Please return all materials to the Book Drop bin, located just outside of the library.

WHILE USING THE LIBRARY...

1. Keep phones on silent or vibrate (Take calls outside of library)
2. Snacks are permitted; Messy or aromatic ‘meals’ are prohibited. Ask the library staff if you are unsure if your food is allowed.
3. Drinks are allowed; please keep them covered.
4. No disturbing other library patrons with talking, laughter, etc.
5. We are not responsible for any items left unattended in the library.
6. Abide by campus social distancing rules or you will be asked to leave.

LAPTOP LENDING POLICIES

- Currently enrolled Lourdes University students can check out laptops.
- You will need your student ID to check out a laptop.
- Laptops are on a first come, first serve basis
- Log in to the laptop here at the library before you leave.
- During the Covid-19 pandemic, we have adjusted our lending policy slightly: you may check the laptop out for 3 days and take it off campus, however, you will be charged a \$100 late fee if it is returned after 3 days.
- If the laptop is not returned after 1 week, it will be considered lost, and you will be responsible for the cost of replacing it.
- If it is damaged, the person who checked it out will be responsible for replacing it.
- Late fines may be paid by cash or personal check at the time of check in.
- If a fine is not paid at check in, a hold will be placed on the student’s account until the fine is paid.
- Students will not be permitted to borrow anything from the library until fines are paid.
- You can check out laptops at the Library, Academic Success Center, Flack Nursing Center, the Center for Nursing Scholarship, but you must return it to the same place you got it and abide by that department’s laptop policies because they may differ.

GROUP STUDY ROOMS

- YOU MUST CHECK IN AT THE HELP DESK TO USE A STUDY ROOM
- During the pandemic, we will only allow 2 people per study room.
- The doors are not sound proof. Do not be excessively loud.
- You can reserve a study room up to a week in advance for 3 hour periods at a time. If no one is waiting for a room, you are permitted to stay.
- To reserve a study room, call 419-824-3761 or visit us during open hours.