

## Ohio ABLE Library Lending Policy

- Six weeks for library materials, ten weeks for Alternative PD materials.
- A valid library account is required before any loan transaction is made.
- Materials cannot be transferred to another individual in the program after the lending period has expired without approval from the Resource Center.
- The library collects, stores and uses circulation information for administrative reporting purposes only.

### Renewal Policy:

- Items can be renewed when there is no waiting list.

### Overdue Notices:

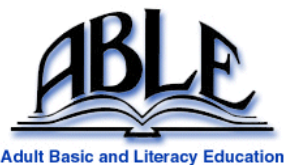
- Patrons will receive a reminder via email in the event of outstanding overdue materials.



**Ohio ABLE Resource Center  
Library Network**

[www.ohioablelibrary.org](http://www.ohioablelibrary.org)

**Resource Center Network  
[www.ohioable.org](http://www.ohioable.org)**



**Ohio ABLE  
Resource Center  
Library Network**



*Ohio ABLE  
Resource Center  
Library Network  
Patron Information  
Booklet*

*Come and check out  
our great new  
resources!*

[www.ohioablelibrary.org](http://www.ohioablelibrary.org)



## *WELCOME to our new library system!*

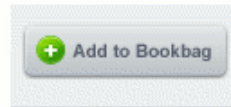
Dear Patron,

The following is a set of instructions for accessing the Resource Center Network's combined library system. You will need your ABLE System ID number to login to the library and reserve materials online.

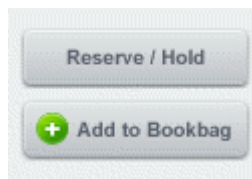
To login to the library, go to [www.ohioablelibrary.org](http://www.ohioablelibrary.org)

1. When you see the "Welcome to the Ohio ABLE Resource Center Library Network" page, click on the "Login" at the top right corner of the page.
2. When asked to "Login", use **your full name** and your **ABLE System ID** number as the password.
3. Once logged in, you will be returned to the home page where you can **Search by Author, Title, or Subject**. Subject can be searched by Keyword or by Exact Terms. Subject searches will provide a good overview of materials for a particular topic.
4. After you click the "Go" button, Web-safari will return a "Search Results" page. There you have the option of

adding items to a "Bookbag" by clicking on the "Add to Bookbag" button next to the item. NOTE: placing items in your "Book Bag" does NOT reserve items; it only keeps track of items you might want to borrow. You can access your "Bookbag" clicking on the "My Bookbag" at the top of the page.



5. To reserve an item, click on the **item title** from your "Bookbag" or "Search Results" page. This will take you to the item level record with a "Reserve/ Hold" button next to the title and item description. Click on the "Reserve/Hold" button to reserve an item. You will then be asked what date you want the materials sent. Click "Reserve" to finalize the request for an item. You will receive a confirmation message that the item will be mailed to you.



6. The Resource Center staff will mail available items to you with a postage paid return label.
7. To view materials reserved or on loan, click on the "My Account" link at the top of the page.
8. For technical assistance please contact your regional Resource Center
9. When finished, click "Logout" at the top.

## YOUR PATRON ID AND PASSWORD

Write your Patron information below

Name: \_\_\_\_\_

Password: \_\_\_\_\_

(Hint: it is the same number as your ABLE System ID)

### LIBRARY USE POLICY:

Lending Period: Six weeks for library materials.

Renewal Policy: Renewals allowable when there is no waiting list for the item.

Overdue Policy: The Resource Center will contact patrons in the event of overdue materials.

Ohio ABLE Resource Center Library

