**Hours**

Monday — Thursday
7:30 a.m. — Midnight
Friday
7:30 a.m. — 6:00 p.m.
Saturday
1:00 p.m. — 5:00 p.m.
Sunday
1:00 p.m. — 11:00 p.m.
*See website for special hours*

**What does the Blackmore Library have to offer?**

Besides offering scholarly materials, we also have leisure items! Below are some examples:

**Books**
- Twilight Series
- Harry Potter Series
- John Grisham

**DVDs**
- Twilight
- The Dark Knight
- Office Space

**CDs**
- Pearl Jam
- Eminem
- U2

**Magazines**
- Sports Illustrated
- Newsweek
- Consumer Reports

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**Signature Events**

**Food for Finals!**

**Pizza in the Fall!**

**Ice Cream in the Spring!**

**Food for Fines!**

**Cookies & Contests for National Library Week!**

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**Blackmore Library**

**Capital University**
1 College and Main
Columbus, OH 43209-2394

- Service: 614-236-6614
- Information: 614-236-6351
- E-mail: refdesk@capital.edu

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**Guide for Borrowers**

Quick Facts about Your Library!

[http://www.capital.edu/library](http://www.capital.edu/library)
Your student/faculty/staff ID acts as your library card. Before you are able to check out materials, you must have your barcode linked in-person at our Service Desk. The barcode is located on the back of your ID and is used to access the databases from off-campus, order OhioLINK items and to login to your library account.

OhioLINK

Can’t find an item you need here? Since the Blackmore Library is a member of OhioLINK, you are able to request library materials online and pick them up at our Service Desk in 2-3 days. OhioLINK is a network of more than 80 libraries that share their materials with each other. You can access their catalog through our library website.

How Long Can I Keep Items?

Students may borrow items for 3 weeks plus 3 renewals, with a maximum of 50 items checked out at a time. OhioLINK books are loaned for 3 weeks with up to 4 renewals.

Reserves & Returns

If a professor places an item on Reserve, you can search for the call number on our library website under Student Links — Reserves. You can search by course number or instructor’s name. Write down the call number and take it to the Service Desk. Reserve items are located behind the Service Desk and can be checked out there. Depending on the item, the lending period will be either 2 hours (Library Use Only), 1 Day, or 3 Days.

To return library items, you can drop them off at the Returns Counter at the Service Desk. You can also place them in the book drop located in-between the double doors of the library or the book drop by the Battelle parking garage.

How Do I Renew?

Go to our website:
http://www.capital.edu/library
Access “My Account” on the sidebar by entering your name and library barcode number. Check the box next to the items you wish to renew and click “Renew Selected Items”. Your new due date will appear under “Status”. You can also renew your items in-person at the Service Desk. Overdue items may not be renewed.

Fines & Lost Items

Overdue notices are sent to all patrons. The first is sent 2 days after the item is due, with a second notice 12 days after the due date. At 30 days beyond the due date, a billing notice is sent with replacement charges and the material is considered lost.

Overdue items are charged as follows: $.50 per item per day, up to a maximum of $15. Reserve items are $1 per item per hour.

If a Capital item is damaged or lost, in addition to fines, you will be assessed the cost of replacement and a $25 processing fee.

If library fines exceed $50, privileges will be suspended. For more information, please see the library website, http://www.capital.edu/library

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