

HERITAGE CHRISTIAN UNIVERSITY
OVERTON MEMORIAL LIBRARY
Checkout Privileges for Off Campus Requests

You have the privilege of accessing the **Overton Memorial Library (OML)**, the more than 80,500-volume collection that is the resource heart of Heritage Christian University. Exceptions will be books on reserve and rare books, which are too valuable to ship through carrier means. Therefore, **Overton Memorial Library** reserves the right to deny requests. Most often, instructors will know about these restrictions. The entire **OML** staff is ready to serve you. The following instructions and rules may be followed for access to most all of the Library's holdings.

- ❖ ❖ Once you determine the need for a book, first check the OML online public access catalog at <http://catalog.hcu.edu/winnebago/search/search.asp>. If OML has the resources you need, fill out the material request form at http://www.hcu.edu/index_oml_forms_material_request.asp or call Michael Jackson, the Distance Education Librarian at (800) 367-3565 ext 242 to request the materials.
- ❖ ❖ If the book is available for check out, it will be sent to you. **You, the student, will be charged for the cost of shipping and any necessary insurance for your request and will be billed accordingly (to your student account). When returning the book back to OML, please insure it; this may save you the cost of the book if it is lost. You are responsible for the book until it safely arrives back at OML.**
- ❖ ❖ You will have 28 days from the time you check out the book from **OML** to receive, use, and return the book. It is wise to request the books you need early in the semester. If the book is not received back at **OML** by the 29th day, **you will be charged a \$5.00 per day late fine until the book is returned.** Grades and transcripts will not be available to you until books are back to OML and fines are paid.
- ❖ ❖ If your local library is set up with an electronic database, your local library can determine where the book can be obtained nearby. This can possibly mean getting the book to you quicker as well as less expensively. You will need to follow your local library's rules for interlibrary loans. To find your nearest local public library, go to www.publiclibraries.com. To find nearby schools, colleges, and academic libraries go to <http://nces.ed.gov/globallocator/>. If you are looking for a specific resource, <http://www.worldcat.org/> is a great resource (although it does not include the catalogues of every library that may be nearby).
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- ❖ ❖ Finding and using a library in your area will benefit your education in many ways. Finding and using a theological library will also be a benefit to you. You will generally be accepted into any library to do research. You will need to follow all the rules of the individual libraries. There will usually be a charge for copies made. Checking out materials will also probably be available but a charge will probably apply to receive a library card needed for checking out materials.