

## Ohio Aspire PDN Library Policies

### **Eligibility**

Lending is restricted to paid Aspire staff members and partner organizations. Volunteers cannot check out materials but may preview materials on site.

### **Lending Policy**

Library materials are available for a six-week check out; ten weeks for self-directed PD materials.

### **Renewal Policy**

Items can be renewed online once. For additional time, patrons must contact the PDN for approval. Renewals may be refused by the PDN for the following reasons:

1. The item has been recalled by the PDN; or
2. A hold has been placed by another borrower.

Self-directed PD items borrowed from the library cannot be renewed for consecutive ten-week periods. For an exception to this policy, please contact the PDN.

### **Overdue Policy**

1. A receipt is generated at checkout with due date notification.
2. Patron will receive reminder email in the event of outstanding overdue materials.
3. Patrons will be billed for the cost of replacing materials.
4. If not reimbursed within 30 days, patron's program will be billed
5. Borrowing privileges for the patron will be suspended until the items are returned or the PDN is reimbursed.



**Ohio Aspire PDN Library**  
[www.ohioaspirelibrary.org](http://www.ohioaspirelibrary.org)

**Ohio Aspire Professional  
Development Network (PDN)**

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

# Aspire

LEARN MORE. EARN MORE.

**Ohio Aspire  
PDN Library**



*Ohio Aspire PDN  
Library Patron  
Information  
Booklet*

*Come and check out  
our great new  
resources!*

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

## *WELCOME to our library system!*

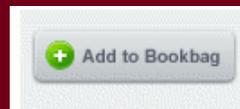
Dear Patron,

The following is a set of instructions for accessing the Ohio Aspire PDN Library. You will need your Aspire System ID number to login to the library and reserve materials online.

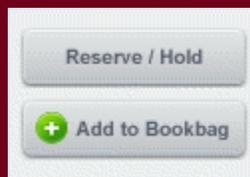
To login to the library, go to [www.ohioaspirelibrary.org](http://www.ohioaspirelibrary.org)

1. When you see the "Welcome to Ohio Aspire PDN Library " page, click on "**Login**" at the top right corner of the page.
2. When prompted to "**Login**", use your **full name** and your **Aspire 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**. Subjects can be searched by Keyword or by Exact Term. Subject searches will provide a good overview of resources for a particular topic.
4. After you click the "**Go**" button, Websafari will return a "**Search Results**" page. There you have the

option of adding items to your "**Bookbag**" by clicking on the "Add to Bookbag" button next to the item. NOTE: placing items in your "**Bookbag**" 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**" link 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 library 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 the PDN.
9. When finished, click "**Logout**" at the top.

### YOUR PATRON ID AND PASSWORD

Write your Patron information below:

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

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

(Hint: Your password is the same number as your Aspire System ID)

### Renewals

You can renew items once online before their due date.

1. Go to [www.ohioaspirelibrary.org](http://www.ohioaspirelibrary.org) and click "Login" at the top of the page.
2. Once logged in, click on "My Account" at the top.
3. Under "My Account" - click the "Renew" button next to the item description.

Ohio Aspire PDN Library

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