

## Ohio ABLE PDN Library Policies

### Eligibility

Lending is restricted to paid ABLE 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 checkout (10 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.
2. A hold has been placed by another borrower.

Self-directed PD items borrowed from the library cannot be renewed for consecutive 10-week periods. For an exception to this policy, please contact the PDN.

### Overdue Policy

1. Receipts with due date notifications are generated at checkout.
2. Patrons will receive reminder emails 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, patrons' programs will be billed.
5. Borrowing privileges for patrons will be suspended until items are returned or the PDN is reimbursed.



Ohio ABLE PDN Library

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

Ohio ABLE Professional Development  
Network (PDN)

[ohioable.org](http://ohioable.org)

**Ohio ABLE  
PDN Library**



*Ohio ABLE PDN  
Library Patron  
Information  
Booklet*

*Come and check  
out our great new  
resources!*

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

# WELCOME to our library system!

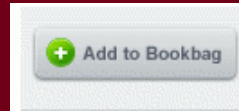
Dear Patron,

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

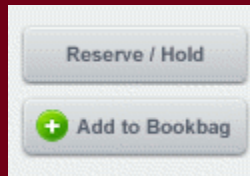
To login to the library, go to [ohioablelibrary.org](http://ohioablelibrary.org).

1. When you see the "Welcome to Ohio ABLE PDN Library" page, click on "Login" at the top right corner.
2. When prompted to "Login," use your full name and ABLE System ID number as the password.
3. Once logged in, you will be returned to the home page where you can search by **Authors**, **Titles**, or **Subjects**. You can search subjects by Keyword or Exact Term. Subject searches will provide a good overview of resources for a particular topic.

4. After you click the "Go" button, a "Search Results" page will appear. There you have the option of adding items to your book bag 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 book bag by clicking on the "My Bookbag" link at the top right corner of the page.



5. To reserve an item, click on the **item title** from "My 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. When finished, click "Logout" at the top.
9. For technical assistance, please contact the PDN.

## YOUR PATRON ID AND PASSWORD

Write your patron information below:

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

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

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

### Renewals

You can renew each item once online before the due date.

1. Go to [ohioablelibrary.org](http://ohioablelibrary.org) and click "Login" at the top of the page.
2. Click on "My Account" at the top of the page.
3. Click the "Renew" button next to the item description.

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