Using SearchOhio

- Go to the [Old SearchOhio Catalog](#) or the [Modern SearchOhio Catalog](#).
- Search catalog for desired item.
- When item is located, click on **REQUEST THIS ITEM** or (on the Modern catalog) **REQUEST IT**.
- Choose your library’s name from the "affiliated" drop-down list so that we can log you in.
- Enter your last name and your library card number, as well as your PIN if so required.
- Choose the pickup location at your affiliated library to which you want the item delivered.
- Press SUBMIT to send the request and the pickup location to SearchOhio.
- Items are usually available for pickup within 3-5 business days, except for items requested on weekends.
- Items will remain on hold shelf at pickup institution for 10 days.

Loan Terms

Note: SearchOhio’s partnership with OhioLINK means that you can get items under different terms, depending on the lender. Please note the differences, below, in renewals, fines, fees, and item limits between items that are lent by a SearchOhio member and those lent by an OhioLINK member. As the borrower, you are responsible.

Loan Periods

- Loan period is 21 days for printed items, audiobooks and music and 7 days for movies. Some exclusions apply. All items may be eligible for up to 3 renewals.
  - (OhioLINK items have a like loan period, but OhioLINK books are eligible for up to 6 renewals and media for 3.)

Overdue Fines

- Overdue fine is $.50 per item per day for 50 days, or $25.00.
  - (OhioLINK overdue is $.50 per item per day for 30 days, or $15.00.)

Replacement Fees

Replacement fees are levied in addition to overdue fines. So if the item cannot be returned, the borrower will owe the replacement cost in addition to the overdue fine.
• A replacement fee of $25.00 will be billed for any item that is overdue long enough to lapse into lost or billed status. This is usually 30 days. (OhioLINK members using SearchOhio will face an additional processing fee of $25.00 per item for SearchOhio items that are so billed.)
  o (OhioLINK replacement fee is $75.00 per item for any item not returned within 30 days of the due date, plus a billing fee of $35.00 per item, in addition to the OhioLINK overdue fine.)

Loan Limits

• You are allowed up to 75 items showing on your account from SearchOhio. OhioLINK loans are limited to 25 of any combination of SearchOhio or OhioLINK items. (A person with 25 SearchOhio and/or OhioLINK items showing on their account cannot request any further OhioLINK items, but a person with 25 SearchOhio and/or OhioLINK items can get up to 50 more SearchOhio items on their account.)

From the Search Ohio website:  
http://searchohio.westervillelibrary.org/index.php?title=Main_Page

Last updated 15 April 2019