IN LIBRARY USE ONLY.

OVERNIGHT – Books may be checked out for an overnight period by students, faculty and staff. Books checked out overnight must be returned to the library on or before 8:00 AM the following day. No renewals are available for overnight books.

3-DAY – Books may be checked out for a 3-day loan period. Books checked out for 3-days must be returned to the library on or before 8:00 AM of the fourth day. Two renewals are available for 3-day loans.

7-DAY – Books may be checked out for a 7-day loan period. Books checked out for 7-days must be returned to the library on or before 8:00 AM of the eighth day. Two renewals are available for 7-day loans.

1 WEEK – Books may be checked out for a 1-week loan period with no renewals. One renewal is available for 1-week books.

3-WEEK – Books may be checked out for a 3-week loan period plus six renewals; audio-visual items have a 1-week loan period with no renewals.

SEMI-TERM – Books may be checked out for a semester loan period plus six renewals; audio-visual items have a 3-month loan period with no renewals.

SEMESTER – Books may be checked out for an entire semester loan period plus six renewals; audio-visual items have a 6-month loan period with no renewals.

OVERDUE FINE – .50 per day for OhioLINK material; $115.00 for lost OhioLINK items.

Please carry it with you! Your 10-digit library barcode is on the bottom of the card. You can use it to check out books from our library as well as all 90 OhioLINK libraries, request OhioLINK books and have them sent to any nearby OhioLINK library, and access over 140 OhioLINK databases and print full-text articles from any campus computer or your home computer.

WELCOME TO THE CLARA FRITZSCHE LIBRARY

PHONE: (216) 373-5267  FAX: (216) 381-3227  E-MAIL: kzoller@ndc.edu
WEB SITE: www.notredamecollege.edu/library  OHIOLINK WEB SITE: www.ohiolink.edu

LIBRARY HOURS:
Monday-Thursday  8:00am-10:00pm
Friday               8:00am-6:00pm
Saturday             11:00am-3:00pm
Sunday               1:00pm-10:00pm

Hours for summer, holidays and special events are posted via e-mail and the library website.

LIBRARY HOURS:
Monday-Thursday  8:00am-10:00pm
Friday               8:00am-6:00pm
Saturday             11:00am-3:00pm
Sunday               1:00pm-10:00pm

DIRECTIONS:
Karen Zoller-Director x5266
Karen Zoller-Reference/Interlibrary Loan x5267
Joe Glass-Technical Services/Circulation Librarian x5267
Kathy Dagenbach-Technical Secretary x5269
Mary Crotty-Library Assistant x5267

CIRCULATION POLICIES
- Circulating books & audio-visual materials may be checked out for SEMESTER LOAN.
- OhioLINK items have a 3-WEEK loan period plus six renewals; audio-visual items have a 1 WEEK loan period with no renewals.
- Your Notre Dame photo ID is your library card. Please carry it with you! Your 10-digit library barcode is on the bottom of the card. You can use it to check out books from our library as well as all 90 OhioLINK libraries, request OhioLINK books and have them sent to any nearby OhioLINK library, and access over 140 OhioLINK databases and print full-text articles from any campus computer or your home computer.

OVERDUE FINE – .50 per day for OhioLINK material; $115.00 for lost OhioLINK items.

MATERIALS
- Books (Circulating A-PR, Ref) 1st floor
- Books (Circulating PR-Z) 2nd floor
- Audio-visual Collection 1st floor
- Current Newspapers & Journals 1st floor
- Curriculum Library 1st floor
- Juvenile Collection 1st floor
- Master’s Theses 1st floor
- Indexes ground floor
- Periodicals & Newspapers ground floor

FACILITIES
- Computers - NDC online catalog, OhioLINK, 1st & 2nd floors
- Display cases-may be reserved (x5266) 1st floor
- Fax machine-local faxes free, long distance and international faxes are the cost of the call 1st floor
- Photocopiers- 10/page (enlarge, reduce, legal) 1st floor
- Eastern Church Room-may be booked for quiet study 1st floor
- Classrooms (L201, L202, L203, L211, L215, L217, L219) 2nd floor
- Printer for 1st floor Computer Lab & L219 (printouts free) 2nd floor

RESERVES - Books, periodicals or media belonging to the library or instructors may be placed on reserve behind the circulation desk for “IN LIBRARY USE ONLY.” OVERNIGHT, 3-DAY or 7-DAY loan periods. Please specify course number and desired loan period with your request.

INTERLIBRARY LOAN - As a supplement to library and faculty collections, books, periodicals or journal articles may be ordered through interlibrary loan from any other OhioLINK, or OCLC library. This service is free of charge, but allow two weeks’ notice when making your request. Contact the reference librarian at x5267.

SPECIALIZED SEARCHES, BIBLIOGRAPHIES - Consult the reference librarian at x5267.

BIBLIOGRAPHIC INSTRUCTION - May be arranged for groups, classes or individuals. Contact the reference librarian at x5267.

COLLECTION DEVELOPMENT - The library welcomes your input in building the collection. Direct your suggestions to Karen Zoller via campus mail, e-mail (kzoller@ndc.edu) or phone (x5266).

FACILITIES RESERVATION - The Tolerance Resource Center, Eastern Church Resource Center and Computer Room are available for classes, meetings or quiet study. (x5267)

TOLERANCE RESOURCE CENTER - Located on the 2nd floor, the Tolerance Resource Center houses a VCR/DVD player and a computer for online searching, as well as a comprehensive collection of books, videos, posters and curriculum guides pertaining to Holocaust studies and diversity issues.

EASTERN CHURCH RESOURCE CENTER - Contains a collection of books, videos, periodicals, audiotapes and icons pertaining to the Eastern Church and ecumenism. May be booked for small groups or quiet study. (x5267)

COMPUTER ROOM – Located on the 1st floor of the library, it contains six computers and may be booked for bibliographic instruction sessions. Contact the reference librarian at x5267.

SMART CLASSROOM (L215) – Located on the 2nd floor of the library, this state-of-the-art electronic classroom seats 40 and may be booked for classroom use. Contact the Registrar at x5267. The Smart Classroom is locked when not in use. If you are teaching in the Smart Classroom, please check with Mike Kiec in IT (x5227) to insure proper access with your Notre Dame College photo ID and to receive training.

CLASSROOMS (L201, L202, L203, L211, L217, L219) – Located on the 2nd floor of the library, these classrooms are scheduled by the Registrar. L219 houses 20 computers and also function as a Computer Lab during times classes are not scheduled. All classrooms have fixed multimedia projectors except L211. Contact Bob Subwick, Audio-visual Specialist, for media setups, equipment requests and troubleshooting for all classrooms except L215. (x5220)

CURRICULUM LIBRARY – a resource library for education students, student teachers and instructors, the Curriculum Library houses textbooks, games, posters, curriculum guides, audio-visual items and teaching aids.

JUVENILE COLLECTION – maintained in support of the Education Department’s children’s literature curriculum, the collection contains over 4,000 volumes ranging from picture books to young adult literature in the areas of fiction, nonfiction and juvenile biography.

ART GALLERY – An attractive space that may be booked for exhibits. The library hosts 4-5 art shows per year. Exhibits, opening receptions and gallery talks are free and all are invited. For more information, contact the Library Director at x5266 or read Book Bytes, the newsletter of the Clara Fritzsche Library.

BOOK SALE – The library has an ongoing book sale on the first floor. Books are on all topics, old and new and are arranged by subject. Prices for most are .25 paperback, .50 hardcover & .50 audio-visual items.
THE LIBRARY OFFERS A WIDE VARIETY OF SERVICES TO INSTRUCTORS

Reserve – Books, periodicals or media belonging to the library or instructors may be placed on reserve behind the circulation desk for in-library-use-only, overnight, 3-day or 7-day loan periods, ensuring availability to all students. Please specify course number and desired loan period with your request. (x5267) All books and other materials belonging to faculty or the library will be taken off reserve and returned to instructors or the library stacks two weeks after the end of the semester unless otherwise specified by the instructor.

Interlibrary loan – As a supplement to library and faculty collections, books and periodical articles may be ordered from other OhioLINK, local or OCLC libraries for research use. This service is offered free of charge. Please allow 2 weeks notice when making your request. Contact the Library Director at kzoller@ndc.edu.

Facilities – The Seminar Room, Eastern Church Resource Center and Tolerance Resource Center are available for meetings, classes, tutoring or quiet study upon request. Contact a librarian at x5267.

Bibliographic Instruction – Upon request, the library provides bibliographic instruction sessions for groups, classes or individuals. Sessions may be a general library orientation and tour or customized to course content. Contact the Library Director at x5267 or kzoller@ndc.edu.

Book-A-Year Club Gallery – An attractive space that can be booked for exhibits. The library hosts four to five shows per year. Opening receptions and gallery talks are free and open to all. Gallery talks may be also be given for specific classes. Contact the Library Director at x5266 for more information.

Display Cases – Available for exhibits. Please contact the Library Director at x5266.

Specialized Searches, Bibliographies – Please consult with the reference librarian at x5267 or kzoller@ndc.edu.

Fax Machine – Available in the Technical Services area for sending and receiving documents. Our fax number is (216)381-3227. Instruction is available upon request. Local faxes sent by faculty and staff are free. Long distance and international faxes equal the cost of the call and will be billed to the appropriate department. Please have your departmental account number ready.

Selection Tools – A wide variety of selection tools are available for use in making departmental purchases of print and non-print media. Books in Print and Ulrich’s (contains ordering information and descriptions of periodicals and serials) are located in the first floor reference area. Booklist, Choice, Library Journal and Book Review Index are available in the periodicals section on the ground floor and indexed in EBSCO Academic Search Premier. Send requests for departmental purchases of library materials to the Library Director at kzoller@ndc.edu. All requests must first be approved by the department chair.

Collection Development – The library welcomes input in this area. Please direct your suggestions to kzoller@ndc.edu.

Online Catalogs – Accessible through the library home page (www.notredamecollege.edu/library). Click on the OhioLINK icon to access the holdings of all OhioLINK libraries (including the 28 branches of the Cuyahoga County Public Library).

Research Databases – Over 160 databases are available through OhioLINK, providing access to thousands of abstracts and full-text articles on all topics.

Tolerance Resource Center – Located on the second floor, the Tolerance Resource Center houses a VCR/DVD player and computer for online searching, as well as a comprehensive collection of books, videos, posters, curriculum guides and multimedia resources pertaining to Holocaust studies and diversity issues. The TRC may be booked for meetings or classroom use. Contact the Library Director at x5267 or kzoller@ndc.edu.

Eastern Church Resource Center – Located on the first floor, the Center contains a collection of books, videos, periodicals, audiotapes and icons pertaining to the Eastern Churches and ecumenism. The Center may be booked for small classes, groups or quiet study. Contact the Library Director at x5267 or kzoller@ndc.edu.

Computer Room – Located on the first floor of the library, it contains six computers and is a popular place for students to access the internet, do research, check their e-mail, search the online catalog and do word processing. The Computer Room may also be booked for small classes. Contact the Library Director at x5267.

Smart Classroom (L215) – Located on the second floor of the library, this state-of-the-art electronic classroom seats 40 and may be booked for classroom use. Contact the registrar at x5287. The Smart Classroom is kept locked when not in use. If you are teaching in the Smart Classroom, please check with Mike Kiec in IT (x5227) to insure proper access with your Notre Dame College picture ID and to receive training.

Classrooms (L201, L202, L203, L211, L217, L219) – Located on the 2nd floor of the library, these classrooms are scheduled by the Registrar (x5220). L219 houses 20 computers and a floor-to-ceiling wall map of the world and also functions as a Computer Lab during times classes are not scheduled. All classrooms have fixed multimedia projectors except L211.

Media Services – The library no longer handles media services on campus. For media setups, equipment requests and troubleshooting for all classrooms except L215, please contact Bob Subwick, Audio-Visual Specialist, at x5220.