

# Lending Library

The Ohio Genealogical Society is extremely proud of our lending library. Our members can request books that are not always found in other repositories. Our policy has been, and remains, that these books are loaned to you for a period of three weeks. The Lending Library has more than 5,000 titles and is available only to OGS members.

The catalog is now available on our website: <http://www.ogs.org>

Go to the library page, then library catalog. You may search by title, author, or subject. By typing a county name in the subject field, one will normally bring up all books on that county. [Example: “Richland” or “Richland Ohio”]. Choose “Details” and the record will indicate if we have a second copy. It will say “Ohio Genealogical Society Lending Library”.

- The loan period is for three weeks.
- The loan period begins seven (7) days after shipment
- Cost is \$5.00 per order. Add \$6.00 for shipping if the books are to be mailed rather than picked up at the OGS Library.
- You may borrow two titles per order.
- Your loan may be extended upon request and approval of the Librarian.
- A printed catalog of titles is available for \$5.00.
- Using “Library Rate” postage to return book is the cheapest method.

While most of the time these books are returned to the library in a timely manner, some have not been returned at all. Effective March 23, 2012, there will be a fine of \$25, per item, for those items not returned at the end of the loan period. Additionally, the borrower will be held responsible for the replacement cost of the material that was borrowed. The initial borrowing fee and shipping fee can be paid by cash, check, or credit card.

If you have any questions regarding the policy of the lending library, please feel free to contact us.

- The recipient of the herein named property of the Ohio Genealogical Society acknowledges that the property belongs solely and unconditionally to The Society and that he/she accepts liability for any loss, damage, or destruction to said property by negligence. In any case of personal use of Society property, the recipient of the property accepts total liability for any loss, damage, or destruction.
- The recipient of the herein named property agrees that all property must be returned in good condition by the date agreed upon with the loan agreement.
- The recipient of the herein named property also agrees to accept sole responsibility and indemnification to The Society and/or copyright holder for any violations of copyright law by the recipient unless prior written approval by a designated officer/staff is given for the private use of any property governed by the copyright laws of the United States.
- The recipient of the herein named property agrees to the conditions and terms of this loan.



See next page for order form



# LENDING LIBRARY REQUEST FORM

611 State Route 97 West  
Bellville, OH 44813-8813

Phone: 419.886.1903  
Fax: 419.886.0092  
E-mail: ogs@ogs.org  
Website: www.ogs.org

Thank you for your patronage!

Please Print Legibly

Title/Author	Barcode Number	Call Number
(ALTERNATE TITLE)		
(ALTERNATE TITLE)		

CREDIT CARD #	EXP DATE ____/____	Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>	Discover <input type="checkbox"/>	Amex <input type="checkbox"/>
___ Check Enclosed		___ Cash Enclosed			
NAME					
ADDRESS (Full)					
Phone:		Email:		Membership #	
Patron Signature:					

## TERMS AND CONDITIONS

- The recipient of the herein named property of the Ohio Genealogical Society acknowledges that the property belongs solely and unconditionally to The Society and that he/she accepts liability for any loss, damage, or destruction to said property by negligence. In any case of personal use of Society property, the recipient of the property accepts total liability for any loss, damage, or destruction.
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- The recipient of the herein named property also agrees to accept sole responsibility and indemnification to The Society and/or copyright holder for any violations of copyright law by the recipient unless prior written approval by a designated officer/staff is given for the private use of any property governed by the copyright laws of the United States.
- The recipient of the herein named property agrees to the conditions and terms of this loan.
- **Initials of Borrower** \_\_\_\_\_

LIBRARY USE ONLY		
DATE SENT		DATE EXTENSION REQUESTED
DATE TO BE RETURNED		EXTENSION APPROVED BY
DATE ITEMS RETURNED		