

Sent: August 20, 2020

As we near the beginning of fall semester we wanted to take the opportunity to let you know about changes in the process for using, checking out and returning materials to the libraries.

The stacks will be closed at all locations. To reserve materials for pickup, patrons will need to place requests using the [public catalog](#). Patrons who retrieve materials from the stacks and bring them to the desk, will not be able to check-out the materials at that time. Those items will need to be quarantined for a minimum of 5 days prior to check-out.

Check-out of materials will be as contactless as possible. We may ask patrons to swipe their own ID (after we've verified it through plexiglass) on a swipe device that will be located outside the plexiglass, or patrons may be asked to provide their name.# so staff can access their account instead of swiping their ID. Materials will be checked out to the patron and then passed under or around plexiglass to the patron.

Returning of materials will be contactless:

- Patrons can drive up or walk up to the contactless drop box located on the west side of Thompson Library to return materials, placing them into the drop box. (open 24/7)
- Patrons who live in Ohio, but outside the Columbus area, can return materials to the nearest [OhioLINK library](#), which will return the items to Ohio State for them.
- Patrons can send materials back to the library via UPS, USPS to the following address:
The Ohio State University
Thompson Library
Rm. 104 Circulation Desk
1858 Neil Ave
Columbus, OH 43210
(614) 292-6785
- Patrons should continue to renew materials online if there are available renewals. If there are no available renewals, materials should be returned by the due date.

After August 25th, patrons can continue to use the book drop at Thompson Library and/or use designated return areas near the circulation desks at any of our locations. **No receipts will be given for returns** as we will need to quarantine these items for a minimum of 5 days.

Browsable Collections are not currently accessible to patrons (closed stacks). For now, newspapers at Thompson Library will no longer be accessible. Current periodicals in Thompson Library will be moving to the stacks with bound volumes.

Microforms at Thompson Library will be available by appointment. Staff will pull materials to make them available for patrons. All materials will need to be quarantined upon return.

For questions and assistance, please contact us using the following email address: asklibcirc@osu.edu

Ohio State University Libraries

[Library Circulation Services](#)

104 Thompson Library, 1858 Neil Avenue, Columbus, OH 43210

library.osu.edu