

Distance User Off-Campus Delivery for UF Online Students

- Shafer Library at the University of Findlay offers paid delivery of requested Findlay, OPAL, OhioLINK and SearchOhio materials to current Findlay faculty, staff and students **within the United States but living outside the state of Ohio**. Materials are sent via USPS Priority Mail.
- To return items, you must ship them back to Shafer Library **at your expense** via a traceable delivery system (such as USPS Priority Mail, UPS, or FedEx).
- Findlay faculty, staff or students located **within the state of Ohio** are not eligible for off-campus USPS Priority Mail delivery. Please use the OPAL or OhioLINK catalog to request materials for pick-up at any of the 121 OhioLINK member libraries around the state.
- Shafer Library will not mail materials to an address outside the United States.
- Only circulating materials with loan periods of 3 weeks or longer can be mailed and are subject to recall.
- **You assume responsibility for any item checked out and shipped to you, including when it is in transit to you or in transit back to Shafer Library. This includes any overdue fines, recall fines and/or processing and replacement charges incurred for late or lost items.**

How to request:

If this is the first time you are requesting items through the OPAL Catalog owned by UF, another OPAL, OhioLINK or SearchOHIO please call 419-434-4627 or 419-434-4612 to make sure your barcode, the 14 digits starting with 40633 on the back of your Oiler One card is in the system. After your barcode is in the system you will not have to call Shafer Library again unless you receive a different Oiler One card with a new barcode.

- Go to the University of Findlay website <https://www.findlay.edu/>. Scroll to the bottom of the page under Other Resources, click on the Library link.
- To search for a book or video, click on Quick Links on the left hand side and then UF Library Catalog.
- This will then direct you to the OPAL Catalog. You can search by keyword, title, or author. If the title is not found, click on the Search OhioLINK button at the top of the screen.
- When you find the book you want click on the Request button. On the next page, enter your name—last name, first name in the first box. Next, enter your barcode, that is on the back of the Oiler One card and it is 14 digits and starts with 40633, in the second box. Finally, click on Submit.
- The next page will be asking you where you would like to Pick Up the item, Use the drop down menu to pick Findlay Online Program (611). The library will confirm your delivery address via email and then send the items requested.

Please allow 5-10 business days for delivery of materials.