

COURTESY CARDS

INTRODUCTION

Courtesy cards permit those who qualify to use the OSU-Stillwater libraries' collection for a limited time. To request a Courtesy Card, stop by the Edmon Low Library's Circulation Desk or one of the branch libraries to fill out an application.

COURTESY CARDS ARE AVAILABLE TO INDIVIDUALS WHO ARE:

At least 18 years old and one of the following:

- Resident of Oklahoma
- Current Member of the Friends of the OSU Library
- Visiting scholar

POLICIES FOR COURTESY CARD USERS:

Courtesy cards are nontransferable and are issued for one year. Renewal of the card can be made in person at one of the Stillwater campus libraries or online by emailing lib-cir@okstate.edu.

The individual named on the Courtesy Card is responsible for all items borrowed with the card and for any fines or charges incurred.

The Courtesy Card and a government issued photo ID must be presented by the person named on the card each time it is used.

Courtesy Card Users may have up to 10 library items on their account at once. The standard loan period is 30 days for main stacks books. Loan periods may vary for certain items or branch library materials.



Courtesy Card Users cannot borrow technology or reserve study rooms.

Library books that have not been recalled may be renewed in one of the following ways:

- in person
- by email at lib-cir@okstate.edu (include your full name and ID number)
- by telephone at (405) 744-9741

Courtesy Card users are responsible for any lost item replacement and processing fees, as well as any late item fees they may accrue. Current rates can be found here: <https://info.library.okstate.edu/borrowing/fines>

Courtesy Card borrowing privileges may be revoked for the following reasons:

- User fails to respond to a recall request
- Books are not returned within 60 days of due date
- Unpaid charges
- User fails to comply with Library policies

GET HELP

Call: 405-744-9775

Email: lib-cir@okstate.edu



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WWW.LIBRARY.OKSTATE.EDU

COURTESY CARD REQUEST

Name (First, Middle Initial, Last): _____

Street Address: _____

City/State: _____

Zip Code: _____ Date of Birth: _____

Home Telephone Number: _____

Email: _____

I have read and understand the conditions for the use of an OSU Library Courtesy Card.

Signature: _____

Date: _____

Completed by Library Employee

Card Number: _____

Expiration Date: _____ New Account: _____ Renewal: _____

Must be renewed in person or via email

Processed By: _____

Date: _____

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