

# A guide to using the OSU Libraries

## Library Basics for Undergraduates

### Library Website

[www.library.okstate.edu](http://www.library.okstate.edu)



Facebook

[facebook.com/OkStateLibrary](https://facebook.com/OkStateLibrary)



Twitter

[twitter.com/OkStateLibrary](https://twitter.com/OkStateLibrary)

### Get Help

Text for help 405-301-8102

Call for help 405-744-9775

Email for help [lib-dls@okstate.edu](mailto:lib-dls@okstate.edu)

Chat available from the website

### Hours

#### Fall & Spring

Mon-Thur ..... 7:30 am-2 am

Fri ..... 7:30 am-10 pm

Sat ..... 9 am-10 pm

Sun ..... 9 am-2 am

#### Dead Week & Finals Week

Open 24/7!

#### Holiday & Intersession

Hours vary. Call Hours Hotline 405-744-5029 or check library website

### Visit our Mobile Site

Scan this code with any QR reader to visit our mobile site:

<http://m.library.okstate.edu>



### Friendly Librarians

- Librarians are here to help you!
- Save time and find the best resources by asking us.
- Multiple ways to get help



### Computers, Printers, Scanners, Wireless

- 170 desktops, the largest computer cluster on campus
- Unlimited printing and Express Print Stations
- Scanners, 1st and 5th floors
- Wireless throughout the building

### Checkout more than books with your OSU ID!

- 160 laptop computers, 5 hours
- 20 MacBooks, 5 hours
- 30 iPads, 5 hours
- E-books to read on your computer
- 9 Group Study Rooms, 4 hours
- DVDs & CDs in Room 105

### Study Space

- Study Zones: Quiet, Silent, & Group
- Beautiful large study rooms, 2nd floor
- 9 group study rooms

### Food and Drinks allowed

- Café Libro serves coffee, sandwiches, salads, bagels & other grab-and-go food.
- Vending machines are on 1st floor.

### Books for you!

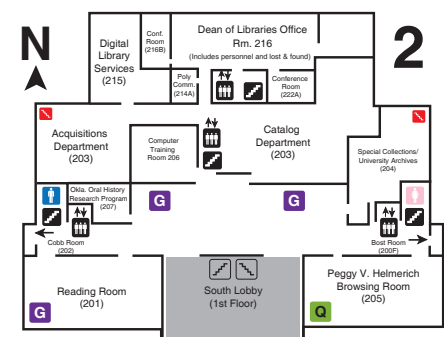
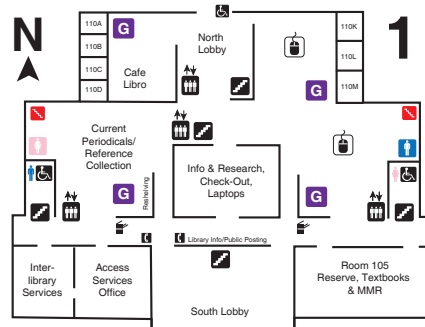
- With your OSU ID, checkout up to 50 books at a time.
- 30-day checkout period
- Books are mainly in the basement, 3rd & 4th floors at the Edmon Low Library.

### Reserves, Room 105

- Professors sometimes put print or electronic copies (book chapters, answer sets or homework) "on Reserve."
- Textbooks: The library has textbooks for classes with more than 125 students or costing more than \$125. Checkout time is 2 hours.

### The book I need is checked out!

- Place a recall on the item <https://www.library.okstate.edu/forms/recallbk.htm>.
- We'll notify you when the book is ready. The recall shortens the due date to 2 weeks.



Oklahoma State University  
Library

# A guide to using the OSU Libraries

## The Library doesn't have the book or article I need!

- We'll try to borrow it from another library for you. This is called Interlibrary Loan.
- Request online or ask the librarians on the 1st floor for help.

## Fun stuff

- Popular magazines, 1st floor
- Popular fiction, look in the library catalog: [www.library.okstate.edu](http://www.library.okstate.edu)
- Special programs: exhibits, book discussions, concerts and more. Check our website.

## Jobs in the Library

- Application and information is on the library homepage

## Fines

- Generally, overdue books \$.25/day/book. Reserve, recall and Interlibrary loan are more.
- Overdue laptops, iPads & MacBooks \$30/hr.
- Fines are billed to your bursar account.

## Other Library Collections

- DVDs & CDs, Room 105
- Special Collections & University Archives, 2nd floor  
[www.library.okstate.edu/scua](http://www.library.okstate.edu/scua)
- Oklahoma Oral History Research Program, 2nd floor  
[www.library.okstate.edu/oralhistory](http://www.library.okstate.edu/oralhistory)
- U.S. Government Information & Documents, 5th floor  
[www.library.okstate.edu/govdocs/](http://www.library.okstate.edu/govdocs/)
- Patent and Trademark Resource Center, 5th floor  
[www.library.okstate.edu/patents/](http://www.library.okstate.edu/patents/)
- Map Room, basement  
[www.library.okstate.edu/maps/](http://www.library.okstate.edu/maps/)

## Edmon Low is the Main Library. We have 3 branch libraries

- Architecture Library in the Donald W. Reynolds School of Architecture Building  
[www.library.okstate.edu/arch/](http://www.library.okstate.edu/arch/)
- Curriculum Materials Library in Willard Hall  
[www.library.okstate.edu/cml/](http://www.library.okstate.edu/cml/)
- Veterinary Medicine Library in McElroy Hall  
[library.cvhs.okstate.edu/](http://library.cvhs.okstate.edu/)

## Learn more

- Ask a librarian for help—that's our job!
- Free tours & training
- Enroll in LBSC 1011, a one-credit hour class.
- Find information on the library website.

