

20 Questions for Undergraduates

Important Library Numbers:

Hours Hotline
405-744-5029

Circulation Desk
405-744-6812

Library Website
www.library.okstate.edu

Library Catalog
<http://osucatalog.library.okstate.edu>

Help accessing online
journals & databases
405-744-9161
877-744-9161 toll free

IM Reference
AOL or Yahoo!:
OkstateLibrary;
ICQ: 195159930;
MSN: [OkstateLibrary@
hotmail.com](mailto:OkstateLibrary@hotmail.com)

1. Do you have textbooks or other class materials?

The Library places many textbooks "on reserve." Your professors may put on reserve copies of items in print (textbooks or sample tests) or electronic format (scanned book chapters, electronic answers or homework answers). This material has a shorter loan period and often can not leave the building. Reserve material and textbooks are available at the 1st floor Circulation Desk. Some reserve material can also be found on the web. Check the OSU Library Catalog.

2. Do you have computers?

Internet stations are on the 1st and 5th floors. You can use these computers to connect to the Internet, use Microsoft Office or access library electronic resources. OSU students can also check out wireless laptops at the Circulation Desk on the 1st floor. Laptops (including your own!) can access the web anywhere in the building. At least one printer is on each floor.

3. Who do I ask for help?

The staff who work the Reference Desk on the 1st floor answer questions and give hands-on instruction 94 hours a week. We offer help in person, by phone 405-744-9775, via email lib-dls@okstate.edu or via chat and IM. IM & chat

reference is available Sun 1-7 pm, Mon.-Thu. 1-9 pm & Fri.-Sat 1-5 pm. Add our screen name to your contact list in AOL or Yahoo! OkstateLibrary; ICQ: 195159930; MSN: [OkstateLibrary@
hotmail.com](mailto:OkstateLibrary@hotmail.com).

4. When are you open?

During the regular semesters the Main Library is open Mon.-Thu. 7:30 am-2 am, Fri. 7:30 am-7 pm, Sat. 10 am-7 pm and Sun. 10 am-2 am. Hours vary during holidays and intersessions. For the most up to date hours, call (405) 744-5029 or visit www.library.okstate.edu/.

5. Do I have to come to the building?

Not always. You can use the Library's website to access the OSU Library Catalog, where you can check the status of material and renew items you have checked out; the A to Z listing of electronic indexes and databases; and the online course reserves. If you need an article or book chapter we only own in paper, try our Document Delivery Service. We'll digitize the article and send you a link. Our Digital Library Services department (lib-dls@okstate.edu) is available to answer questions you have about the Library's electronic resources.

6. How & where do I check out books?

Your OSU ID (from the Stillwater or Tulsa campus) is your library card. You check

out books at the 1st floor Circulation Desk.

7. How long can I check out books?

Undergrads can check out books for 30 days. There are special materials (videos, DVDs, maps, reserves, branch materials) that have shorter loans. Staff will tell you when items are due. The loan period will be shortened for recalled items (see question 11).

8. How many books can I check out?

Undergrads can have 50 books checked out at a time.

9. How can I get an item the Library doesn't own?

If the Library does not own a book or journal, we may still be able to get it at no cost to you. We take part in a program called Interlibrary Loan. ILS borrows materials from other libraries, so you can use them here. Stop by the 1st floor Reference Desk for details.

You're @the
library

Contact for information:
Reference Desk
405-744-9775 or
877-744-9161 toll free

You're @ the Library. A guide to using the OSU Libraries.

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10. How big is the Library?

The Edmon Low Library has six floors and holds over 2.5 million volumes!

11. Where is the Library?

The Edmon Low Library is centrally located. It is north of the Student Union and is the only other building on campus with a bell tower. The Stillwater campus also has three branch libraries: the Architecture Library, in the ATRC; the Mary L. Williams Curriculum Materials Library, in Willard Hall; and the William E. Brock Memorial Library, in McElroy Hall.

12. What if the book I need is checked out?

If you need a book that is checked out, you can place a recall on the item at <https://www.library.okstate.edu/forms/recallbk.htm>. A recall changes the due date to 2 weeks from the request. When the book is returned, you will be notified. The book will be held for 10 days.

If a book you have is recalled, you will receive notice of the new due date. The fine for a past due recalled item is \$5/day.

13. How do I learn more about the Library?

Library offers free tours and training. These tours and classes are 30 minutes each. Students can also enroll in LBSC 1011, a one-hour credit course on using Library resources.

You can also find instructional guides to using the Library in bins at both entrances. All guides and additional tutorials can be found on the Library website www.library.okstate.edu.

14. Can I talk in the Library?

The Library is sectioned into Group Study areas, where conversation is allowed; Quiet Study areas, for smaller groups with moderate conversation; and Silent Study areas, with no talking. We also have meeting rooms on the 1st and 2nd floors. You can reserve these at the Circulation Desk on the 1st floor.

We ask that you turn electronic devices to silent mode and only use them in the lobbies or reference area.

15. Can I get a job here?

Yes! The Library is the second largest student employer on campus. Part-time jobs are listed at www.library.okstate.edu/personnel/. Our part-time application process is paperless; apply online.

16. Can I bring food or drinks into the Library?

Yes, you may bring drinks with a secure lid and small snack items. The Edmon Low Library even has its own cafe where you can buy drinks and snacks. They even accept campus meal plans.

17. How are books in the OSU Library arranged?

The OSU Library uses the Dewey Decimal System. Each book is assigned a number between 000 and 999.

You can read more about Dewey Decimal classification at www.library.okstate.edu/info/dewey.htm.

18. How much are fines?

Standard overdue fines are \$.25/day/book. Reserve, recalled and special permission materials have higher fines ranging from \$5/day to \$1/hour! Fines not paid at the time material is returned are billed to your Bursar. You may renew most items online.

➔ Register your email at the Circulation Desk and we will send you reminders before your books are due!

19. Does the Library have more than books?

The Library has materials in a variety of media. We have videocassettes, audiotapes, DVDs, maps, microfiche, journals and magazines. Our Special Collections and University Archives (SCUA), located 2nd floor east, has collections ranging from OSU athletic paraphernalia to African artifacts. Please note that hours may vary for offices like SCUA.

20. Are there any special programs at the Library?

The Library holds a variety of events throughout the year. We host exhibits, lectures, readings, book clubs, discussions, concerts and dinners. Most of the Library events are free and open to the public. For information on exhibits and upcoming events in the Library call 405-744-7331 or visit www.library.okstate.edu/news/calendar.htm.