

20 Questions about the Library for Grad Students

Important Library Numbers:

Hours Hotline
405-744-5029

Circulation Desk
405-744-6812

Library Web site
www.library.okstate.edu

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

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

1. 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 four branch libraries: the Architecture Library, in the ATRC; the Mary L. Williams Curriculum Materials Library, in Willard Hall; the North Boomer Annex; and the William E. Brock Memorial Library, in McElroy Hall.

2. What remote services are offered?

You can use the Library's Web site to access the OSU Library Catalog (where you can check the status of material and renew items you have), about 200 electronic databases, more than 57,000 full-text journals, online course reserves and email reference assistance and tech support. To access these tools off-campus you need to logon to the EZProxy. There are detailed instructions at www.library.okstate.edu/dls/ezproxy.htm.

Our Digital Library Services (DLS) Department is available to answer questions about the Library's electronic resources. Contact DLS at 405-744-9161, toll-free 877-744-9161 or via email at lib-dls@okstate.edu.

3. When is the Library open?

During the regular semesters the Main Library is open Mon.-Thu. 7:30 am-2 am, Fri.

7:30 am-9 pm, Sat. 10 am-9 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/.

4. How many books can I check out?

Graduate students can have 100 books out at a time.

5. How long can I keep books?

Grad students have a loan period of 120 days. There are special materials (videos, DVD's, maps, reserve materials, branch library books) that have shorter loan periods. Staff will tell you when items are due. You may renew most items online.

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

6. Can I bring food or drinks to the Library?

Yes, you may bring drinks with a lid and small snack items. The Edmon Low Library even has a cafe where you can buy specialty coffees and snacks.

7. 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. Un paid fines are billed to your Bursar's account. You may renew most items online.

8. Are there computers I can use in the Library?

Over 100 internet stations are located on the 1st and 5th floors. At these computers you can use MS Office, search and print from the Web, OSU Library Catalog and other library electronic resources.

OSU students can also check out laptops at the Circulation Desk on the 1st floor. Laptops (including your own!) can access the Web anywhere in the building and at least one printer is on each floor.

9. Are there Librarians who specialize in my discipline?

Each academic department has a Subject Specialist Librarian. Most Specialists hold a degree in that subject or a related field. If you would like the Library to purchase material contact your Specialist. A list of the Subject Specialist Librarians can be found at www.library.okstate.edu/services/liaisons.htm.

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.

10. How can I get materials from other libraries?

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

11. Where can I find reference assistance?

Librarians or Library GAs are available at the Reference Desk on the 1st floor to answer questions and give hands-on instruction 94 hours a week. We offer assistance in person, by phone 405-744-9775, via email lib-dls@okstate.edu or via chat and IM. IM & chat reference is available Mon.-Thu. 1 pm-9 pm & Fri. 1 pm-5 pm. Add our screen name to your contact list in AOL or Yahoo!: *OkstateLibrary*; ICQ: 195159930; MSN: *OkstateLibrary@hotmail.com*.

12. How are books arranged?

The OSU Library uses the Dewey Decimal System. Each book is assigned a number between 000 and 999. You can read more about the Dewey Decimal classification at www.library.okstate.edu/info/ddh.htm.

13. Where are theses and dissertations?

The OSU Library does keep bound copies of OSU theses and dissertations. Check the library catalog for availability and location or visit the Reference Desk on the 1st floor. Non-circulating copies can also be found in Special Collections/University Archives on the 2nd floor.

The OSU Library also subscribes to ProQuest Digital Dissertations, which allows you online access to citations and abstracts for every title in the Dissertation Abstracts database. Dissertations published since 1997 and OSU dissertations since 1962 are available full-text. You can find Digital Dissertations in the list of databases or go straight to <http://proquest.umi.com/login>.

14. Where can I find journal articles?

Current issues of print journals are shelved in alphabetical order by title on the 1st floor. Older issues are bound and shelved by call number in the regular stacks. Check the OSU Library Catalog for individual journals' status.

Many journals are also offered in full-text on our site. Visit the Full-Text Periodical Titles and Coverage List at www.library.okstate.edu/ftdb/index.htm to see what we offer online. We will also deliver electronic copies of any journal article we own within 48 hours. Fill out a document delivery request at www.library.okstate.edu/access/ils/documentdelivery.htm.

15. Can I be alerted about new articles?

Yes, there are several alerting services. A full list can be found at www.library.okstate.edu/database/alertservice.htm with links to set up an alert with each. Alerts will come via email. If you have questions about a particular service or setting up a profile, contact Digital Library Services at lib-dls@okstate.edu or (405) 744-9161 or toll-free outside Stillwater (877) 744-9161.

16. Are there designated study areas?

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

We do ask that you turn pagers and cell phones to silent mode and only use them in the lobbies or reference area.

17. 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 you for 10 days.

If a book you have is recalled, you will receive notification of the new due date. Remember to return recalled material on time. The fine for a past due recalled item is \$5/day.

18. As an OSU Grad Student, can I borrow books from other Oklahoma libraries?

OSU-Stillwater is one of 35 institutions that take part in the OK-Share program (view list at www.library.okstate.edu/access/circ/ok-share.htm). Any eligible faculty, student or staff member may use the collections of any OK-Share library on site. To participate complete an OK-Share card application at the Circulation Desk. When visiting a participating library, you may present your OK-Share card and request a courtesy card from that library. This courtesy card, with proper identification, may be used to borrow materials.

19. Can I work here?

Yes! The Library is the second largest student employer on campus. Part-time jobs are listed at www.library.okstate.edu/personnel/. Unlike assistantships for other colleges, the Library cannot offer a GA tuition waiver. Library GAs are paid a monthly stipend. Our part-time application process is paperless, apply on-line.

20. Is bibliographic management software available?

Yes, the library offers the programs EndNote and Reference Manager which can be used to organize your research, import citations from electronic databases and catalogs, format your references for bibliographies and to insert footnotes and endnotes directly into your papers. More information about the software and workshops offered at the Library can be found at www.library.okstate.edu/bibmanager/index.htm.