

Circulation Policies

Circulation Desk

405-744-9741

Laptops

405-744-6812

Fax

405-744-5183

Renewal Phone

405-744-9741

Hours Line

405-744-5029

E-mail Renewals

lib-cir@okstate.edu

Web

www.library.okstate.edu

Introduction

The Circulation Desk, on the 1st floor of the Edmon Low Library, is open anytime the Library is open. Books may be borrowed by anyone presenting a valid OSU ID or a library courtesy card with matching photo ID.

Loan Periods

Main collection: The standard loan period is 30 days. The graduate student loan period is 120 days. Faculty have 2 due dates a year.

Reserve collection: Loan periods vary, and include 2-hr, restricted to library use only; 1-day; 3-day; or 7-day.

Branch Libraries: Loan periods vary.

Renewal Policy

Library books may be renewed if they are not recalled, "lost," reserve items or interlibrary services materials. (See *Renewal of Library Materials* for details.)

Book Limits

- Faculty: 150
- Graduates: 100
- Undergraduates & Staff: 50
- Courtesy Card Users: 25

Recall Policy

Checked out books can be recalled by another user after 14 days. Books needed for reserve or reference may be recalled any time. Circulation privileges are suspended when recalled books are past due. Fines for late, recalled books are \$5/day.

Book Returns

Book returns are on the 1st floor and outside the south exit. Reserve materials must be returned to Room 105.

Fine & Billing Policies

Main collection materials: Fines are \$.25/day/book, plus \$5/day/book for recalls.

Reserve: \$1.20/hr/item for 2-hr loans, and \$5/day/items for longer loan periods.

Special permission materials: \$.60/hr for 2-hr loans, and \$1/day for longer loan periods

Interlibrary Loan & Recalled material: \$5/day

Unreturned materials:

- Main collection: When an item becomes 60 days overdue, you are billed replacement, plus a \$20 non-refundable processing fee **per item**.
- Recalled, reserve and special permission: When items become 30 days overdue, you are billed replacement cost, plus a \$20 non-refundable processing fee per item.
- Replacement cost of a reserve test file is \$20, plus a \$20 non-refundable processing fee.
- Replacement cost of a reserve photocopy is \$10, plus a \$20 non-refundable processing fee.

Note: When a lost item(s) is returned after billing, only the replacement cost is credited. The processing fee is non-refundable. All library users are charged for lost/damaged items checked out on their IDs.

Faculty

Overdue fines are not charged to OSU faculty, except for overdue recalled, reserve, microform & media, special permission and interlibrary services materials.

Unreturned materials: When a "lost" book is returned after billing, you are credited only for the replacement cost of the item(s). The processing fee is non-refundable. You are responsible and will be charged for lost or damaged books charged on your ID.

Courtesy Cards

Courtesy borrowing privileges are blocked if books are 30 days overdue or if other charges remain unpaid. (See Library Guide *Courtesy Card* for details.)



Oklahoma State University
Library

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