

Circulation Policies

Circulation Desk
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 main Circulation Desk is located on the 1st floor of the Edmon Low Library and 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-hour, 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 located on the 1st floor and outside on the south side of the building. All reserve materials must be returned to the Circulation Desk.

Fine & Billing Policies

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

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

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

Interlibrary Loan & Recalled material: \$5/day
Unreturned materials:

- Main collection: When a book becomes 60 days overdue, you are billed replacement, plus a \$20 non-refundable processing fee **per book**.
- Recalled, reserve and special permission: When items become 30 days overdue, you are billed replacement cost, plus a \$20 non-refundable processing fee.
- 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)

You're @ the
library

Contact for information:

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