

Mary L. Williams CML

Circulation Policies

CML Circulation Desk Hours

Mon-Thur 8 am - 9 pm
Friday..... 8 am - 5 pm

Hours vary during intercessions, summers and holidays.

Borrowing Privileges

Material may be borrowed by individuals who present a valid OSU ID or a library courtesy card with matching photo ID.

CML Loan Periods

- Undergraduate students: 2 weeks
- Graduate students: 30 days
- Faculty: 1 semester
- Courtesy Card Holders: 2 weeks

Reserve collection: Loan periods vary depending on type of materials and request of faculty placing items on reserve:

- 2-hour, Restricted library use only
- 2-hour, overnight, if charged out within the last 2 hours before closing
- 1-day; 3-day; or 7-day.

Material Returns

Material should be returned to the CML in 001 Willard Hall. After hours, materials may be deposited in the bookdrop on the west wall outside the CML.

In case of an emergency, material may also be returned to the Edmon Low Library.

Courtesy Card Holders

Courtesy borrowing privileges are blocked if material is not returned within 30 days of the due date or if other charges remain unpaid. (See *Courtesy Card* for more information).

Fine & Billing Policies

Fines are 25 cents/day for each overdue item, plus an additional \$5/day for each overdue, recalled item.

Reserve: \$3/hour for items that have 2-hour loans, and \$5/day for items that have longer loan periods.

Special permission items: 60 cents/hour for items with 2-hour loan periods and \$1/day for longer check outs.

Unreturned materials:

If an item becomes 60 days overdue, you are billed for the replacement of each item, plus a \$20 non-refundable processing fee per item. If recalled, reserve, or special permission materials become 30 days overdue, you are billed for the replacement of the item(s), plus a \$20 non-refundable processing fee.

Note: Lost item(s) returned after billing are credited only for the replacement cost of the item(s). The processing fee is non-refundable. All library users are charged for lost or damaged books checked out on their IDs.

Recall Policy

Materials requested by another library user are Recalled Materials. Materials may be recalled after 14 days. Reserve or reference materials may be recalled at any time.

Circulation privileges are suspended when material is not returned by the recall due date. Fines for material not returned by the recall due date are \$5/day.

Faculty

Overdue fines: are not charged to OSU faculty members, except for overdue recalled, reserve, and special permission materials.

Unreturned materials: When material is returned after billing, you are credited only for the replacement cost of the item(s). The processing fee is non-refundable.

CML Circulation Desk
405-744-6310

Renewal Phone
405-744-9741 or
405-744-6310

E-mail Renewals
lib-cir@okstate.edu

You're @ the
library

Contact for information:
Shonda Brisco
CML Librarian
Phone: 405-744-6310

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Renewal of Materials

Introduction

Library materials may be renewed, providing they are not recalled, "lost," or reserve items.

5 ways to renew library materials:

- *By Internet:*
<http://osucatalog.library.okstate.edu>
To renew material you have borrowed go to the OSU Library Catalog, click on "Your Library Records" and log in, then mark the box next to the titles you wish to renew and click on the Renew Items box. You can also print a list of everything you have checked out along with the due dates.
- *In person:*
If you are in the library, you can renew your materials at any circulation point with your ID card even if you don't have the books with you. You may only renew materials checked out in your name.

- *By e-mail:*
lib-cir@okstate.edu
List barcode number for each item you wish to renew. (See guidelines right)
- *By phone:*
The renewal telephone number is (405) 744-9741. You may only renew material checked out in your name.
- *By list:*
 - *In Person:* Bring an 8½" x 11" paper with listed materials you wish to renew to the Circulation Desk.
 - *Fax:* Send an 8½" x 11" paper with listed materials you wish to renew to: (405) 744-5183 (ATTN: Circulation Desk)
 - *Mail:* Send 8½" x 11" paper with listed materials you wish to renew to :
Circulation Desk
Edmon Low Library
Oklahoma State University
Stillwater, OK 74078

Guidelines for renewing by list

- Prepare a new list each time you want books renewed.
- Include your name, address and OSU I.D. number on the top of the page or e-mail message.
- List barcode numbers for each item you want to renew. Barcodes are usually located inside the book's back cover.
- Books will not be renewed if:
 - information on the list is illegible or incorrect
 - material is lost, recalled or on reserve
 - material is not checked out in your name
 - you are ineligible to borrow OSU Library books.

Welcome to the Mary L. Williams CML

Introduction

The Curriculum Materials Library (CML) primarily serves the teacher education students and faculty of the College of Education's School of Teaching and Curriculum Leadership, its Aviation and Space Education program, the College of Human Environmental Sciences' Department of Human Development and Family Science, Agricultural Education, and the College of Arts and Sciences Department of Music's Education Program.

CML Librarian Shonda Brisco

405-744-6310
shonda.brisco@okstate.edu

NEW CML Hours

Mon-Thur 8 am - 9 pm
Friday..... 8 am - 5 pm

Hours vary during intercessions, summers and holidays. Visit www.library.okstate.edu/cml/hours.htm for more information.

CML Library Guides

Library guides available at the CML circulation desk include:

- Welcome to the CML
- CML Circulation Policies
- Renewal of CML Materials

Services for Students

- Identify information required to complete assignments
- Help evaluate sources of information
- Help refine paper topics
- Help develop overall strategies for library research projects
- Provide orientation to the CML and its resources
- Laptop computers for 7-day check-out

Services for Faculty

- Provide course-related orientation to the CML
- Instruct classes in the use of specialized materials
- Suggest titles and topics for study
- Research topics for use in class or workshops
- Compile brief bibliographies

Notable Sources

Author/Illustrator Information

- Children's Book Review Index
- Children's Literature Review
- Something About the Author

Selection Aids

- A to Zoo: Subject Access to Children's Picture Books
- Best Books for Children
- Children's Catalog

Electronic Sources

- The OSU Library Catalog
- K-12 and Academic Online databases
- Kraus Curriculum Development Library Online
- Children's Literature Comprehensive Database

Locate electronic resources, lesson plans, author links, subject bibliographies, and more at the CML's Website: www.library.okstate.edu/cml/

You're @the
library

Contact for information:
Shonda Brisco
CML Librarian
Phone: (405) 744-6310