

## Mary L. Williams CML Circulation Policies

**CML Circulation Desk**  
405-744-6310

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

E-mail Renewals  
shonda.brisco@okstate.edu

### **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.



Oklahoma State University  
Library

Contact for information:  
Shonda Brisco  
CML Librarian  
Phone: 405-744-6310  
shonda.brisco@okstate.edu

## Mary L. Williams CML

# Renewal of Materials

### Introduction

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

### Renewing CML Materials:

- *By Internet:*

<http://osucatalog.library.okstate.edu/wwebv/login>

To renew material you have borrowed go to the OSU Library Catalog, click on "Log in to your account" and log in, then mark the box next to the titles you wish to renew and click on the Renew Items box.

- *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:*

[shonda.brisco@okstate.edu](mailto:shonda.brisco@okstate.edu)

List barcode number for each item you wish to renew. (See guidelines right)

- *By phone:*

The renewal telephone number

is (405) 744-6310. You may only renew material checked out in your name.

### CML Equipment Renewal

- Laptop computers, digital cameras, audio recorders, and Flip Video cameras MAY NOT be renewed online. Please e-mail or call the CML to renew these items. (CML Phone) 405-744-6310 or [shonda.brisco@okstate.edu](mailto:shonda.brisco@okstate.edu)

# A guide to using the OSU Libraries

## 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 <http://www.library.okstate.edu/cml/index.htm> for more information.

### 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, digital cameras, audio recorders and Flip Video cameras for 7-day checkout

Tutorials in the use of SMART-Boards in the classroom.

Help with educational technology applications and integration techniques.

### 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
- Gale's Children's Literature Review

- Teaching Books Database
- eBrary E-Books in Education
- CML LibGuides

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



Oklahoma State University  
Library

Contact for information:  
Shonda Brisco  
CML Librarian  
Phone: 405-744-6310  
shonda.brisco@okstate.edu