

A guide to using the OSU Libraries

Courtesy Cards

Introduction

Although the collection of the OSU Stillwater Library is primarily to support the faculty, staff, and students of the University, courtesy cards permit those who qualify use of the collection for a limited time. To request a Courtesy Card to check out items from the OSU Stillwater Library, stop by the Edmon Low Library's Circulation Desk or one of the branch libraries.

Courtesy Cards are available to individuals who are:

At least 18 years old and one of the following:

- Resident of Oklahoma
- Current Member of the Friends of the OSU Library
- Visiting scholar

Policies for Courtesy Card Users:

Courtesy cards are non-transferable and are issued for one year. Renewal of the card must be in person at one of the Stillwater campus libraries.

The individual named on the Courtesy Card is responsible for all items borrowed with the card and for any fines or charges incurred.

The Courtesy Card and a photo ID must be presented by the person named on the card each time it is used.

Courtesy Card Users may borrow up to 25 books.

The standard loan period is 30 days. Loan periods may vary for certain items or branch library materials.

Library books that have not been recalled may be renewed in one of the following ways:

- in person
- by email at lib-cir@okstate.edu (include your full name and ID number)
- via the Internet at <http://osucatalog.library.okstate.edu/>
- by telephone at (405) 744-9741

Overdue charges are calculated daily. Current rates are available at the circulation desk.

Courtesy Card users must notify the library immediately of any change of address.

Courtesy Card borrowing privileges will be revoked for the following reasons:

- User fails to respond to a recall request
- Books are not returned within 60 days of due date
- Unpaid charges
- User fails to comply with Library policies

I give permission to the OSU Library to create an OSU Bursar account for any fines I may incur.

I have read and understand the above conditions for the use of an OSU Library Courtesy Card.

(Signature)

(Date)



Oklahoma State University
Library

Contact for information:

Johnny Johnson

Phone: 405-744-9728

Fax: 405-744-5183

johnny.johnson@okstate.edu

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Your receipt for a Courtesy Card

Please read and sign reverse side

Name: _____

Street Address: _____

City/State: _____

Zip Code: _____ Date of Birth: _____

Home Telephone Number: _____

Work Telephone Number: _____

Social Security _____

Driver's License Number: _____

Email: _____

Completed by University Library Staff

Card Number: _____ CWID: _____

Expiration Date: _____

Must be renewed in person

Staff Signature: _____

Date: _____