

## OK Share Courtesy Card

### Introduction

Although the collection of the OSU Stillwater Library is primarily to support the faculty, staff, and students of the University, OK Share Courtesy Cards permit those who qualify, use of the collection for a limited time. To request an OK Share 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.

### Eligibility

OK Share Courtesy Cards are available to individuals who are at least 18 years of age and have a current OK Share Courtesy Card from a participating institution.

### Policies

- OK Share Courtesy Cards are nontransferable and are issued for one semester. Renewal of the card must be in person at one of the Stillwater campus libraries.
- The individual named on the OK Share Courtesy Card is responsible for all items borrowed with the card and for any fines or charges incurred.
- The OK Share Courtesy Card and a photo ID must be presented by the person named on the card each time it is used.
- OK Share Courtesy Card users may borrow up to 25 books.

- Most loan periods are 30 days. This may vary for some items or branch materials.
- Library books that have not been recalled may be renewed up to 12 times in one of the following ways:
  - in person
  - by email at [lib-cir@okstate.edu](mailto:lib-cir@okstate.edu) (include full name and ID number)
  - via the Internet: <http://osucatalog.library.okstate.edu/>
  - by telephone at (405) 744-9741
- Overdue charges are calculated daily. Current rates are available at circulation desks
- OK Share Courtesy Card users must notify the library immediately of any change of address.
- OK Share 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 OK Share 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](mailto:johnny.johnson@okstate.edu)

# A guide to using the OSU Libraries

## Your receipt for a OK Share 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 \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Email: \_\_\_\_\_

Completed by University Library Staff

Expiration Date: \_\_\_\_\_ CWID \_\_\_\_\_

Must be renewed in person

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_