Intro to the Library

900 N. Portland
4th Floor LRC
Oklahoma City, OK 73107

The OSU-Oklahoma City Library is located on the 3rd and 4th floors of the Learning Resource Center (LRC). The main Library is on the 4th Floor, while a quiet study area is available on the 3rd Floor. For your convenience an exterior book drop is located by the west entrance of the Learning Resource Center.

A current OSU-Oklahoma City ID is required to checkout materials. IDs are available at the Information Desk/Admissions on the 1st floor of the Student Center.

For more information concerning the Library and our services, please call 945-3251 or 945-6782.

Library Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Mon. - Thu.</td>
<td>7:30 a.m. - 9 p.m.</td>
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<tr>
<td>Fri.</td>
<td>8 a.m. - 5 p.m.</td>
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<tr>
<td>Sat.</td>
<td>9 a.m. - 5 p.m.</td>
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<tr>
<td>Sun.</td>
<td>1 p.m. - 5 p.m.</td>
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<tr>
<td>Interim:</td>
<td>Mon.-Fri. – 8 a.m.-5 p.m.</td>
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These days will be posted within the Library when relevant.

www.osuokc.edu/library

OSU-Oklahoma City Library resources include:

- **Pete’s Portal (Primo Discovery Service)** – (new for Spring 2016 semester) guide to reference, non-fiction, fiction books, periodicals, and audiovisual materials available in the OSU-Oklahoma City Library and much more. Links to magazine, journal, and newspaper articles as well as eBooks.
- **Proquest** and **EBSCOhost** - thousands of fulltext magazine, journal, and newspaper articles in an electronic format. eBook Academic Collection is now available in EBSCOhost.
- **Facts on File** – individual databases including ‘Issues & Controversies’ provide summary articles on key issues, current events and more.
- **SIRS Government Reporter** - fulltext documents, select Supreme Court decisions & directory of government officials.
- **CQ Researcher** – a fully searchable database of the print version. Issues are covered on both Pro and Consides. Includes social science, education, business, Nursing and health.

For off-campus access to these resources and more, go to www.osuokc.edu/library/onlinedatabases.aspx and then “click here to login” at top of page.

Use your O-Key user name and password.
OSU-Oklahoma City Library services include:

- **OK-SHARE CARD** - allows you to borrow materials from participating Oklahoma colleges and universities. The cards are available to students, faculty, and staff free of charge. Please check at the Circulation Desk for more information and a list of participating colleges and universities. You must present your current OSU-OKC ID.

- **INTERLIBRARY LOAN** - allows you to borrow materials not available in the OSU-Oklahoma City Library. Request forms are available at the Circulation Desk and the Library’s website. Please allow a minimum of 1 week for materials to arrive.

- **HANDOUTS/PATHFINDERS** - with helpful hints for using the Library.

- **WIRELESS LAPTOPS** - WIFI laptops available for checkout for use on the Library’s 4th floor. Laptops have a 2-hour checkout time. There is a dedicated printer for the laptops. Overdue fines are $2.00 per hour.

- **STUDY ROOMS** – Four study rooms are designated for group study. Individuals may use these rooms on a first come, first serve basis, but may be asked to vacate if a study group of 3 or more needs the space.

- **COLLABORATION ROOM** - Study Room 4 is set up for group collaboration. Student organizations, faculty & staff may reserve this room for special meetings. This room is available for individual use on a first come, first serve basis, but remember, you may be asked to vacate if needed for a group collaboration project.

**OSU-Oklahoma City Library checkout policies:** (phone renewals are allowed if not already past due)

**Books** check out for two weeks and can be renewed two times. The overdue fine for books is **25¢ per day**.

**Media** (videos, CD-ROMs, DVDs, etc.) checks out for one week and can be renewed one time. The overdue fine for media is **$2.00 per day**. Some books have media included and will be considered media. These are usually indicated with a label on the front cover.

**Reference materials and Periodicals** are for In Library Use only (unless otherwise specified) and do not check out. Reserve materials (includes laptops and headphones) are shelved at the Circulation desk and are either **2-hour In Library Use only** or **Overnight** checkout at the discretion of the faculty member. Selected current textbooks will be on Reserve each semester. Ask at the Circulation Desk if your textbook has been placed on Reserve. Overdue fines for In Library Use are **50¢ per hour** and for Overnight are **$2.00 per day**. (See Laptop info above.) Please pay close attention to the time due as you check your item out.

**Holds** are placed on student records for overdue items that may prevent enrollment, receiving grades and transcripts, etc. Fines incurred when materials are returned will be reported to the student’s account at Business Services. Items that are not returned will be replaced at the borrower’s expense.