



Intro to the Library



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**.

Library Hours

Mon. - Thu.	8 am - 9 pm
Fri.	8 am - 5 pm
Sat.	9 am - 5 pm
Sun.	1 pm - 5 pm

Interim & Holiday hours are posted within the Library and on our website:

<http://www.osuokc.edu/library>

OSU-Oklahoma City Library resources include:

- Library Catalog – guide to reference, non-fiction, fiction books, periodicals, and audiovisual materials available in the OSU-Oklahoma City Library.
- Proquest and EBSCOHost - thousands of fulltext magazine, journal, and newspaper articles in an electronic format.
- Facts on File – individual databases including ‘*Issues & Controversies*’ provide summary articles on key issues, current events and more.
- NewsBank – fulltext newspaper articles from the Daily Oklahoman, Tulsa World and hundreds of local and national papers.
- SIRS Government Reporter - fulltext documents, select Supreme Court decisions & directory of government officials.
- Encyclopedia Britannica – interactive Britannica with hyperlinks to related articles and selected Internet sites.
- World & I - access to fulltext articles on global studies; liberal, fine and applied arts worldwide; and a Spanish collection that includes articles from *Tiempos/del Mundo*.

For **off-campus access** to these resources and more, go to www.osuokc.edu/library/onlinedatabases.html and then “click here to login”.
Use your O-Key user name and password.

OSU-Oklahoma City Library services include:

- **OK-SHARE CARD** - allows you to check out 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.
- **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.
- **TRANSPARENCIES** - available in black and white (\$1.00 each) and color (\$1.50). Color transparencies are printed directly from Internet sites only.
- **HANDOUTS** - with helpful hints for using the Library (also available from our webpage).
- **WIRELESS LAPTOPS** – WIFI laptops available for checkout for use on the Library's 4th floor. Laptops have a 2-hour checkout time. Overdue fines are **\$2.00 per hour**.

OSU-Oklahoma City Library checkout policies:

Books check out for 2 weeks and can be renewed two times. The overdue fine for books is **25¢ per day**.

Media (video tapes, CD-ROMs, etc.) checks out for 1 week and can be renewed one time. The overdue fine for media is **\$2.00 per day**.

Reference materials and Periodicals are for In Library Use only (unless otherwise specified) and do not check out.

Reserve materials 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. Overdue fines for In Library Use are **50¢ per hour** and for Overnight are **\$2.00 per day**.

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

