



# Circulation Policies



- The Circulation Desk is located on the 4<sup>th</sup> floor of the Learning Resource Center.
- Books and/or Media may be borrowed by anyone who presents a valid OSU-Oklahoma City ID or is a participant in another pre-approved Library program. Your ID *MUST* be presented at time of checkout.

## Library Hours

Monday – Thursday...  
8:00 a.m. – 9:00 p.m.

Friday...  
8:00 a.m. – 5:00 p.m.

Saturday...  
9:00 a.m. – 5:00 p.m.

Sunday...  
1:00 p.m. – 5:00 p.m.

Hours may vary during Holidays, Intersessions and Summer. They will be posted in the Library and on the 1<sup>st</sup> floor in the Learning Resource Center.

## Telephone, E-mail & Internet Address

Circulation Desk.....405-945-3251  
 Reference Desk.....405-945-3331  
 ‘Ask a Librarian’..... [reference@osuokc.edu](mailto:reference@osuokc.edu)  
 Internet ..... <http://www.osuokc.edu/library/>

## Loan Periods

- Main Collection:
  - Books – 2 weeks, 2 renewals
  - Vertical File - 2 weeks, 2 renewals
  - Media – 1 week, 1 renewal
- Periodicals - No checkout
- Reference Materials - No checkout
- Reserve: Loan periods vary. Ask at the Circulation Desk.

### Book & Media Limits:

- Books – 10 books, 2 per subject
- Media – 3 items

## Materials Returns

The Library book return is located at the Circulation Desk by the elevator entrance on the 4<sup>th</sup> floor. For your convenience, there is an outside book drop located on the 1<sup>st</sup> floor of the Learning Resource Center in the breezeway at the west end of the building. Items left by 8:00 am will be posted as the previous open day.

## Fines & Billing Policies

Books and Vertical File items assess fines @ 25¢ per day, per item. Videos, CDs & DVDs, books that include media, and overnight Reserve items assess fines @ \$2 per day, per item. In-Library Use Reserves assess fines @ 50¢ per hour. Billing and fine collection is done through the Circulation Desk and/or Business Office.