



# *Library Services*

## *Copy Machine*

The OSU-Oklahoma City Library has a copy machine for student use. Copies are 5¢ per page. The copy machine will accept nickels, dimes, and quarters as well as one and five dollar bills.

## *Collaboration Room*

Up to 4 devices can be connected to share on the big screen monitor. This room can be reserved through the Circulation Desk for a group of at least 3 persons needing the equipment. Ask at the Desk for more information.

## *Copy & Supply Center*

Located near the Library Network, the Copy & Supply Center has a pencil sharpener, paper clips, pencils, scratch paper, tape, a 3-hole punch and a paper cutter.

## *Printing*

There are two laser printers in the Copy & Supply Center for all network printing. There is a separate printer for the computers by the main Library entrance and the Disability Enhanced computers. A fourth printer is set up for printing from Library laptops. Printing problems will be handled at the Circulation Desk. PowerPoint printing should be set up as 6 slides per page. See the 'Power Point Printing in the Library' pathfinder.

## *Video Phone*

Deaf Student Services provided a video phone for those who are deaf or hard of hearing. Contact Jeanette Buttram, 405-945-3388, with questions.

## *Interlibrary Loan*

For books and journal articles that cannot be found in the OSU-Oklahoma City Library, we have Interlibrary Loan. There is no charge for this service. Please allow as much as two weeks for this service.

## *Color Printing*

You may have color printing done by the staff for 75¢ per page. For instructions, talk to someone at the Circulation Desk and allow a few minutes for each request.

## *OK-Share Card*

An "OK-Share Card" may be obtained at the Circulation Desk. You must be a currently enrolled student at OSU-Oklahoma City. This card will enable you to utilize library services at about 40 other colleges and universities throughout Oklahoma. This card must be renewed each semester.

## *DaVinci*

DaVinci is a reading and magnification device provided by Student Disability Services. Contact Emily Cheng, 405-945-3385, for training.

***Reference Assistance • Internet Access • TV/VCR/DVD Viewing Equipment • Hold Requests on Books • Phone Renewal of Books (405-945-3251) • Online renewal through Pete's Portal • 4 Group Study Rooms (first come, first served) • 2 Special Use Study Rooms by permission from Circulation Desk • Recycle bins for paper***