



OKLAHOMA CITY

Library Loan Policies



- The Circulation Desk is located on the 4th floor of the Learning Resource Center. Ask for help here or at the Library Help Desk.
- Books and/or Media (CD/DVD/Books w/CD or DVD) 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
7:30 a.m. – 9:00 p.m.
Friday – Saturday
9:00 a.m. – 5:00 p.m.
Sunday
1:00 p.m. – 5:00 p.m.

Hours may vary during Holidays and intersessions. Changes will be posted in the Library and on the Library’s home page (www.osuokc.edu/library). Inclement weather exceptions will be posted on the OSU-OKC website and announced through the emergency notification system. If the campus is closed, the library is closed.

Telephones &

Internet Address

Renewals may be done by telephone or through Pete’s Portal, as long as they are done before items become overdue.

Circulation Desk.....405-945-3251
Interlibrary Loan.....405-945-6782
Internet www.osuokc.edu/library

Address: 900 N. Portland
 Oklahoma City, OK 73107

Loan Periods

- General 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. Usually in-library 2-hour use only.
- Laptops: 2 hours in library, 1 renewal

Book & Media Limits:

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

Materials Returns

The Library book return slot is located at the Circulation Desk by the elevator entrance on the 4th floor. For your convenience, there is an outside book drop located on the 1st floor of the Learning Resource Center in the breezeway at the west end of the building. Items left by 7:30 a.m. will be ‘checked in’ as the previous open day. The book drop is checked several times daily.

Fines & Billing Policies

Books and Vertical File items assess fines @ 25¢ per day, per item. Media (CDs & DVDs, books that include DVD/CD) and overnight Reserve items assess fines @ \$2 per day, per item. In-Library Use Reserves assess fines @ 50¢ per hour. Laptops assess fines @ \$2 per hour. All billing and fine collection is done through the Business Services Office.