Borrowing Policy

Book Returns

Book returns are located at the Circulation Desk and to the left of the Library entrance. An outside book drop is located on the west side of the Main Hall Building. An indoor book drop is located at the south entrance of the North Classroom Building.

Loan Periods

Undergraduates loan period for books is 30 days.
Graduates loan period for books is 60 days.
Faculty loan period for books is 120 days.
Staff loan period for books is 30 days.
Videos checkout for 7 days.
Loan period for reserve materials is determined by faculty.

Renewals

Library books may be renewed one time, provided they have not been requested or recalled by another Library user. You may renew books online (see Renew Books on the Library webpage), in person or by phone at (918) 594-8130 during Library hours. It is not necessary to bring the books with you to renew them in person.

Student and faculty book renewal period is an additional 30 days. Renewal of other items is based on the original check-out period. See the Circulation Desk for renewal information on Reserves and Tests. Interlibrary Loan materials must be renewed directly through the Interlibrary Loan Department. Please contact Phil Parker at (918) 594-8138.

Requests and Recalls

A request can be made for an item that is checked out. It will be held for you upon return. Please ask for assistance at the Circulation or Reference Desk. Books can be recalled before the due date. Ask for assistance at the Circulation Desk.

Fines

Main Collection: Fines are 10¢ per day for each overdue item.
Reserve and Test Materials: Fines are $1 per day.
Interlibrary Loan Materials: Fines are 25¢ per day.
Faculty: Faculty/staff members are fine exempt.

Library Information: 918-594-8130
Reference & Research Assistance: 918-594-8137 or tulsa.libraryreference@okstate.edu
Computer Problems: 918-594-8043
Billing

Unreturned materials

Main collection materials: You are billed for the current replacement price of the item(s), plus a $5 nonrefundable re-processing fee for each item. If a lost item is returned after being paid for, you are credited only for the replacement cost of the item. The reprocessing fee is non-refundable. ALL Library users are charged for lost or damaged books checked out on their IDs.

Damaged materials

If the damaged item is unusable, you are billed the replacement price of the item, plus a $5 reprocessing fee. If only the covers are damaged, you are billed for the re-binding cost of the item.

Student "Holds" and Loss of Borrowing Privileges

The Library will place a "Hold" on the registration records of students with long overdue materials or unpaid Library fines. This "Hold" prevents students from enrolling, receiving a transcript, or graduating. Borrowing privileges can be revoked for abuses.

Any person who removes material from the Library without authority, damages, or fails to return Library materials can be prosecuted for Library theft under Oklahoma Statute 21-1739.

Community Borrowers Privilege

Non-students can purchase a Community Borrower's Card for $25 a year. This allows them to borrow 5 books at a time. Videotapes and other audiovisual materials may not be borrowed. Borrowing privileges will be revoked if books are not returned by their due date.

Last Revision 11/07