

# **OK-Share Library Card**

## **BORROWER'S APPLICATION AND AGREEMENT**

### **OBTAINING AN OK-SHARE CARD**

The OK-Share card system allows for borrowing privileges at participating OK-Share academic institutions. The home educational institution and library issues the OK-Share card to their own eligible students, staff, or faculty members. All OK-Share borrower's agreements and cards must be signed by the person requesting lending rights at other OK-Share libraries signifying agreement to follow that lending library's circulation and usage rights, have a current expiration date, and bear no alterations. Upon presentation of the OK-Share card from a home academic library, and any other photo identification required by the lending library, a valid courtesy card will be issued by the circulation department of the desired lending library. This courtesy card, which is the same or similar to the standard courtesy card used by the library, may have the barcode of the specific library and may be used at the specific cooperating library only.

### **SERVICES**

OK-Share card borrowers are allowed two books in their possession at one time. The suggested loan period is two weeks for faculty, students and staff. Circulation and renewal of materials is governed by the local policies of the lending library. Use of the electronic reference tools and databases may not be available to OK-Share card borrowers.

### **CIRCULATION INFORMATION**

To borrow material from a cooperating academic library, present your current OK-Share card from your home educational institution's library at the circulation desk of the lending library. Other photo identification, such as driver's license, may be required by lending libraries. The lending library will provide a courtesy card to the faculty, student, or staff member of a participating Oklahoma educational institution. This courtesy card may be used at the specific lending library that issued the card only.

The OK-Share courtesy card must be presented each time you borrow a book at a participating OK-Share library. There are NO exceptions to this requirement. No expired card will be honored. You are responsible for all items charged to your name and barcode number. Notify the circulation desk of each cooperating library you use immediately if your card is lost or stolen. A \$5.00 charge for a second OK-Share courtesy card and barcode replacement must be paid to the appropriate lending library.

The borrower will return borrowed items within the loan period prescribed by the lending library. He/she may:

- a) return the item to the interlibrary loan department of his or her home library, or
- b) return the item in person to the lending library, or
- c) return the item by First Class, Insured mail, being sure that the item is insured up to its full value, and insured for no less than \$100.

In all cases, regardless of the method of return chosen, the item should be returned to the lending library within the loan period prescribed by the lending library.

Materials are due on the date/time indicated on the date due slip presented at checkout or as noted on any recall or rush recall notice. The library is not responsible for notifying borrowers that materials are overdue. As a courtesy, overdue notices are mailed out according to the circulation policies and practices of the lending library.

## **BILLING**

OK-Share card borrowers are billed for fines for materials returned late and for replacement fees for materials lost or presumed by the lending library to be lost. A non-refundable billing charge will be added to the charges for all materials lost or presumed lost.

## **ADDRESSES**

OK-Share card borrowers are responsible for maintaining current addresses with the circulation department of the home library and the cooperating library or libraries they use.

## **ABUSE OF LIBRARY PRIVILEGES**

Courtesy borrowers who fail to abide by library regulations or who have delinquent bills will have their borrowing privileges suspended and will be reported by the lending library to the borrower's home educational institution library. Abuse of library privileges may result in sanctions at both the home educational institution library and the library of the cooperating educational institution. Failure to return library materials may result in further collection procedures with the possibility of being referred to law enforcement agencies for appropriate action under Oklahoma law.

**I have read the above statement and agree to follow the regulations of the OK-Share Card program.**

**Signature of Faculty, Staff or Student:** \_\_\_\_\_

**Printed Name of Faculty, Staff or Student:** \_\_\_\_\_

**Address of Faculty, Staff or Student:** \_\_\_\_\_

**Home Telephone No.** \_\_\_\_\_ **Work Telephone No.** \_\_\_\_\_

**Status (Circle One):** Faculty   Staff   Graduate Student   Undergraduate Student

**Home Educational Institution:** \_\_\_\_\_

**Expiration Date of OK-Share Card:** \_\_\_\_\_