

Oklahoma State University Policy and Procedures

FACULTY CHARGES FROM THE UNIVERSITY LIBRARY	2-0602 ACADEMIC AFFAIRS May 1989
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POLICY

1.01 It is the policy of the University Library to furnish the maximum assistance possible to faculty members engaged in teaching and/or research. For this reason, a “faculty charge” has been established for books loaned from the University Library.

PROCEDURE

2.01 The faculty member will fill out the book card in accordance with present procedures. When the book is presented to the circulation department staff, the faculty member will also show a current, valid faculty identification card. The charge will then be made for one month in lieu of the normal two-week charge to students.

2.02 Should the book be required by another patron after two weeks, the circulation librarian will contact the faculty member and ask that it be returned.

2.03 Overdue notices will be forwarded to the faculty member once each semester, normally during the last month of the semester.

2.04 A book may be renewed by calling the library’s book renewal number.

2.05 Faculty members will not be assessed fines for overdue books.

2.06 All borrowers, including faculty, are financially liable for the library materials checked out in their name. If the materials are lost or stolen, the borrower will be charged for the cost of replacement.

Vice President for Academic Affairs, July 21, 1972

Revised:

May 1989