

OK-SHARE LIBRARY CARD SGU STUDENT, FACULTY & STAFF APPLICATION & BORROWER'S AGREEMENT

OBTAINING AN OK-SHARE CARD:

The OK-Share Card system allows for borrowing privileges at participating OK-Share academic institutions. The James J. Kelly Library will issue the OK-Share card to SGU's eligible students, faculty, and staff. 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 the lending library's circulation and usage rights, have a current expiration date, and bear no alterations. Upon presentation of the OK-Share card from SGU, and any other photo identification required by the lending library, the circulation department of the desired lending library will issue a valid courtesy card. 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 determined 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 the SGU Library at the circulation desk of the lending library. Other photo identification, such as a student ID, may be required. The lending library will provide a courtesy card that 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 that 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 lending library in person, or
- b.) return the item to the interlibrary loan department of the James J. Kelly Library, or
- c.) return the item by First Class, Insured mail, being certain that the item is insured up to its full value, and insured for no less than \$100.

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 lending 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 FOR OVERDUE AND LOST MATERIALS:

OK-Share card borrowers are billed for fines on 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 James J. Kelly Library's circulation department 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. This will result in a loss of borrowing privileges at the lending library and the James J. Kelly Library. Abuse of library privileges may result in sanctions at both the James J. Kelly Library and 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.



Date _____

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

Signature: _____ Student ID _____

Printed Name: _____

Mailing Address:

Street Address: _____ Box #: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

E-Mail _____

Status : Check all that apply

- Undergraduate Student
- Graduate Student
- CCS Student
- Faculty/Staff /Monastery

Library Barcode **220000000** _ _ _ _ _

Expiration Date of OK-Share card _____