

Oklahoma City University Dulaney-Browne Library Courtesy Card Policy

The mission of the Dulaney-Browne Library at Oklahoma City is to facilitate the pursuit of knowledge and support the curricular, intellectual, academic, and research needs of the university by providing information resources and instruction in their use for the university population. The library provides resources and services by cooperating with other libraries, purchasing books and other materials representing a broad range of views, providing specialized leased information sources available through the Internet, and providing space and programming for interdisciplinary activities related to information use.

Students, faculty, and staff members use their university issued ID cards as library cards. Other members of the university's service community must obtain a courtesy card from the Dulaney-Browne Library circulation desk.

Library courtesy cards are available for free to members of the university's service community:

- Members of the OCU alumni association
- Oklahoma United Methodist Clergy
- Emeritus / retired faculty and staff of OCU
- Friends of the Dulaney-Browne Library
- Students enrolled in OCU joint programs
- Oklahoma City University Trustees
- Holders of OK Share cards
- Oklahoma City University Film Institute viewers (limited to media collection use)

Residents of the greater Oklahoma City area who meet the following criteria may also obtain a courtesy card if they meet the requirements listed below and pay a \$60.00 annual fee.

- Are at least 18 years old
- Live within the metropolitan Oklahoma City area (communities covered by the Oklahoma City telephone book)
- Are not attending another university or school
- Are able to show photo identification and proof of a current permanent address within the Oklahoma City metropolitan area.

Special borrowing privileges may be arranged for students from other universities through a special arrangement with those institutions. These students will pay the annual courtesy card fee and may have access to other services on a fee basis.

Lost or stolen cards:

Courtesy card holders may check out materials without showing their courtesy cards ONCE if they have another form of ID. However, if they cannot find the original courtesy card, they will need to request a new card and pay a \$5.00 replacement fee.

Regular Free Courtesy Card holders may:

- Check out up to five books for the normal loan period (3 weeks);
- Renew books twice if no one else has requested the book;
- Check out the use of a library computer for two hours (a staff member will need to log them on).

Paid Courtesy Card holders may:

- Check out up to five books for the normal loan period (3 weeks);
- Renew books twice if no one else has requested the book

Media Courtesy Card holders may:

- Check out up to two films from the media collection for the normal loan period (1 week);
- Renew media items twice if no one else has requested them.

All Courtesy Card holders must:

- Update the library when contact information changes;
- Present a current courtesy card to check out materials;
- Return materials by the due date or pay a fine;
- Return recalled materials immediately; and
- Pay the price of the book plus a processing fee for any lost or damaged materials.

Courtesy Card Application Process:

All Courtesy Card applicants must:

- Complete an application form with current contact information; and
- Present photo ID with a current address or a photo ID plus proof of current address.

	Additional Requirements
Alumni Association of OCU members	On list at circulation desk
Clergy in the Oklahoma United Methodist conference	On list at circulation desk
Emeritus / retired faculty of OCU	On list at circulation desk
Friends of the Dulaney-Browne Library	On list at circulation desk
Joint Program Students	On list at circulation desk
Local Residents	Proof of local residence (in phone book or copy of a utility bill at local address), plus \$60.00 per year fee
Local Resident – Media Only	Proof of local residence (in phone book or copy of a utility bill at local address)
OK Share card holders	Valid OK-Share card
Special institutional members	On list at circulation desk, plus \$60.00 per year fee
Trustees of Oklahoma City University	On list at circulation desk

If the staff member processing an application believes that the individual should be on a list and is not, that person can issue a card with a 1 month expiration date, verify the information and extend the expiration date when verified.