

# Dulaney-Browne Library

## Guest Policy

In addition to serving its core constituents (Oklahoma City University students, faculty, and staff members), the Dulaney-Browne Library provides many library services to the public. These include:

### **In the Library:**

- Reference service
- Foundation Center Cooperating Collection (resource materials on foundations, grant writing, and non-profit management, plus the Foundation Directory online)
- Government Documents Services (Federal Depository program items and assistance with print and online access to federal government information)
- book collection
- periodical collection
- online catalog & databases
- media collection (DVDs and VHS – may be checked out to view in the media viewing room)
- archives and special collections materials and reference
- color and black and white copying (prices start at 10¢ for regular black & white)
- printing from the online catalog & databases (prices start at 10¢ for regular black & white)
- wireless internet access to OCU guests provided through Campus Technology Services

### **Borrowing privileges:**

- All Oklahoma City area residents may check out media collection items (DVD and VHS) and check out the key to the Media Room by applying for a free Courtesy Media Card
- Members of the university's extended community (O.C.U. Alumni Association Members, United Methodist clergy, retired O.C.U. faculty, OK-Share card holders) may apply for a free Courtesy Card to check out books and other materials
- Oklahoma City area residents and students in the Aquinas Institute of Theology's Oklahoma City program may apply for a Courtesy Card to check out books and other materials for a \$60.00 annual fee

### **Remote uses:**

- Online catalog only

### **Computer (Internet, Microsoft Office) Use:**

- Is available for members of the university's extended community with Courtesy Cards (except media only and area resident cards) and those visiting the campus (for example, participants in visiting days, workshops, or summer camps).
- Extended community members and visitors should request to be logged on to a computer at the circulation desk.

**A small number of library services are limited to core constituents (Oklahoma City University students, faculty, and staff members) These are:**

- Remote access to online databases
- Check out privileges (except as noted above)
- Interlibrary loan and OK-Share borrowing
- Computer lab and public computer access (except as noted above)
- Extensive online reference service from [AskALibrarian@okcu.edu](mailto:AskALibrarian@okcu.edu)
- Electronic reserves