

# **OK-Share LIBRARY CARD SYSTEM**

## *OCALD System-Wide Library Policies*

### **GENERAL POLICIES**

The Oklahoma Council of Academic Library Directors (OCALD), adopting a common goal to promote and facilitate access to information, communication and scholarly research among its college and university communities, will extend reciprocal borrowing privileges to each other's faculty, students, and staff. These specified individuals may have direct, personal access to materials that are not available at their home institution's library.

The covenants listed in the "OK-Share Library Agreement" are intended to accomplish this goal by establishing an OK-Share card system. Several points should be emphasized before the covenants of this agreement are set forth:

The covenants are intended to be minimums. Any OK-Share library may expand the privileges it wishes to offer, but it should not do so in the expectation that other institutions will do likewise;

This agreement is not intended to supplant other agreements between or among institutions, nor is it intended to be the only agreement of this kind which is permitted between or among institutions of like interest or common concern;

It is understood that only the faculty, students and staff of educational institutions with primary campuses in Oklahoma, and whose library directors are members of the Oklahoma Council of Academic Library Directors, are eligible for participation in this agreement. Specifically, this agreement does not cover faculty, students, or staff of unaccredited educational institutions, educational institutions without an existing library in the state of Oklahoma, or out-of-state educational institutions;

It is hoped that the on-site (in-library) privileges extended to a borrower from another OK-Share institution will be as close as possible to the privileges the lending library extends to its own borrowers, with the exception that access to licensed, online full-text databases may be restricted to the faculty, staff or students of the lending library; and,

This agreement should in no way be interpreted as conferring rights on any borrower. This agreement is for privileges that may be revoked at any time by the borrower's home library or withheld by the lending library.

# **THE OK-SHARE LIBRARY AGREEMENT**

## **(Oklahoma Council of Academic Library Directors)**

### **1. SCOPE**

- Academic libraries which sign this OCALD agreement must provide a free OK-Share library card and free circulation access to the main and branch libraries of the college or university.
- The terms, faculty, students and staff, apply to the faculty, students and staff of each institution of higher education with which each OK-Share academic library is affiliated.
- The terms, faculty, staff, and students, refer to individuals identified and/or defined as such by their home institutions.

### **2. PRIVILEGES**

- Any eligible faculty, student or staff member of any OK-Share institution may use the collections of any OK-Share library on site. Upon completion of the OK-Share card application at their home academic library and issuance of an OK-Share card, eligible faculty, student or staff members may be issued a courtesy card by any participating OK-Share library. This courtesy card, with proper identification, may be used at the participating OK-Share lending library to borrow materials that they may take away with them. Any individual known to have outstanding charges at his/her home library or any lending library may be denied the right to participate in the OK-Share program.

### **3. RESPONSIBILITIES OF BORROWERS**

Eligible faculty, students, and staff will:

- Obtain and sign a free OK-Share borrower's agreement/card from the home academic library of the Oklahoma educational institution where they are employed or attend as a student. Acceptance of an OK-Share card constitutes the agreement specifying the privileges and obligations associated with participation in the program and agreement to comply with the terms and conditions of participation set out in the borrower's agreement. The O-K share card, obtained and issued by each home library as needed, may be used by any OK-Share lending library to provide a free courtesy card that will have the automation barcode or address information as required by the specific lending library. This courtesy card is valid only at the issuing lending library.
- Present appropriate identification as required by this agreement and the lending library.

- Observe the regulations of the lending library. Failure to observe the circulation or usage regulations of the lending library by any faculty, student or staff member of an OK-Share library will result in withdrawal of any rights as spelled out in this agreement.
- 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.

- Return materials immediately in person or by a form of priority mail if recalled by the lending library. Since home libraries must provide preference to its own faculty, students, staff, or programs, failure to return materials on demand may be the basis for revocation of privileges by the lending library.
- Pay fines or any other charges assessed by the lending library, including, but not limited to, charges incurred as the result of late return, damage, or loss of materials.
- Surrender the OK-Share card or courtesy card to any OK-Share library staff if requested.

#### **4. RESPONSIBILITIES OF LIBRARIES**

- Each OK-Share library will maintain on the OCALD web-site a current record of privileges and limitations applicable to this agreement, including collections or types of materials not subject to the borrowing privileges conferred under this agreement, so a prospective borrower may become acquainted in advance with the circulation or usage regulations of each OK-Share library.
- Libraries may refuse to issue OK-Share cards to borrowers with outstanding charges at their home library or outstanding charges at any other OK-Share academic library. Each home academic library should maintain a list of students at their institution, with current library circulation status, that may be used in the issuance of an OK-Share card. This OK-Share card will be used in the decision by any other lending library as to whether an OK-Share courtesy card will be issued by the lending library. The OK-Share courtesy card will be the same or similar to the courtesy card that is already used by each participating OK-Share academic library.

- Lending libraries will take available and appropriate actions, including timely notification to the home library, to recover payment from delinquent borrowers.
- Home libraries will employ available and appropriate means to recover payment from borrowers if lending libraries are unsuccessful in recovering such charges. Home libraries will take appropriate action with regard to delinquent borrowers, including suspension of privileges extended under this agreement or any other measures deemed appropriate and consistent with local library practice.

## **5. IDENTIFICATION OF ELIGIBLE BORROWERS**

- Identification of faculty, students, and staff eligible for privileges under this Agreement will be by a current OK-Share card from their home institution or library. The OK-Share card will expire at any time as determined by the home library. The borrower's agreement and OK-Share card shall be signed by the person requesting circulation privileges, signifying agreement to follow the circulation and usage regulations of the lending library. The lending library may also require other photo identification, such as a driver's license, that may be used in conjunction with the issuance of the courtesy card. Borrowed items lent by the lending library after the expiration date on the OK-Share card are the responsibility of the lending library.

## **6. LIAISON AND PROBLEM RESOLUTION**

- Each library will appoint a circulation liaison person for the OK-Share Library Card Program. Duties of the circulation liaison include: promoting the program locally, making available copies of the program's guidelines and other information, insuring that the library's policies with regard to this program are maintained on the OK-Share Web, maintaining a supply of OK-Share cards, administering the program at the library, and resolving individual problems. Problems or issues of a broader scope should be resolved among library directors or their designees.

## **7. REVIEW AND ASSESSMENT**

Each library will maintain, to the extent possible, the following statistics:

- Number of OK-Share cards issued, Number of circulation transactions made by OK-Share card holders, Number and monetary value of lost and damaged materials paid for by borrowers, Number and monetary value of lost and damaged materials paid for by home libraries
- This information will be reported to the Expanded Academic Services working group of OCALD. A member of the working group will be assigned the task of compiling these statistics and issuing reports on program use on an annual basis.

- This agreement will be reviewed annually by the appropriate OK-Share Working Group. This group will make recommendations at appropriate OCALD meetings as to any needed modifications to the program.

## **8. RIGHT TO WITHDRAW**

Any OK-Share library may withdraw upon written notification to the Oklahoma State Regents for Higher Education.

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**Information and signature below signifies acceptance of this agreement to participate in the OK-share card program sponsored by the Oklahoma Council Of Academic Library Directors.**

Name of Home Educational Institution: \_\_\_\_\_

Name of Academic Library: \_\_\_\_\_

Address of Academic Library: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Circulation Liaison's Name: \_\_\_\_\_

Circulation Liaison's E-Mail Address: \_\_\_\_\_

Signature of Library Director: \_\_\_\_\_

RETURN AGREEMENT TO:  
DR. PHIL MOSS, OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

## WHAT LIBRARIES ARE ELIGIBLE FOR THIS SERVICE

Membership in the Oklahoma Council of Academic Library Directors (OCALD) is open to all accredited institutions of higher education with primary campuses located in the state of Oklahoma. OCALD maintains a list of the higher education member institutions on a web page, which are the institutions eligible for OK-Share membership. Further, these institutions must have a full-time librarian and a circulating collection. If your institution is not on this list and you believe it should be after reading the following definitions and criteria, please contact Dr. Phil Moss at the offices of the Oklahoma State Regents for Higher Education.

In the statute, "**institution of higher education**" includes

- an institution of higher education as defined by Section (Oklahoma Statutes: 70-3201), and
- a private or independent institution of higher education as defined by Section (Oklahoma Statutes: Article XI - 4101-4105).

"**Institution of higher education**" means

- "**Public junior college**" means any junior college certified by the state of Oklahoma that receives state funds for capital expenses and operation.
- "**Public senior college or university**" means a general academic teaching institution located in Oklahoma that receives state funds for capital expenses and operation.
- "**Medical and dental unit**" means medical or dental schools located in Oklahoma as may be established by statute that receives state funds for capital expenses and operation.
- "**Other agency of higher education**" means any unit, division, institution, or agency which shall be so designated by Oklahoma statute or which may be established to operate as a component part of any Oklahoma public senior college or university, or which may be so classified as provided in this chapter.
- "**Private or independent institution of higher education**" includes only a private or independent college or university that is: (A) located in the state of Oklahoma, (B) organized properly under Oklahoma laws as a non-profit corporation; (C) exempt from Oklahoma state and federal taxation; and, (D) accredited by an accrediting agency recognized by the US Department of Education. Specifically prohibited from participation in the OK-Share card program are faculty, students, or staff of unaccredited educational institutions, educational institutions without an existing Oklahoma academic library, or out-of-state educational institutions.

# **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:** \_\_\_\_\_