

- Your current, validated ORU ID must be presented at every checkout session
- Only YOU can check out library materials with your ORU ID
- Library registration must be renewed each year while enrolled

**Library Hours — Academic Year\***

7:30 am - 11:30 pm Monday - Thursday

7:30 am - 7:30 pm Friday

Noon - 11:30 pm Saturday

3:00 pm - 11:30 pm Sunday

\*Some service area hours may vary.

Check door postings or the library webpage for more information

**[www.library.oru.edu](http://www.library.oru.edu)**

**Self-Check Out**

Self-check out machine may be used to check out books anytime the library is open

**Loan Periods**

- 14 day - books & AV items
- 28 day - books & AV items for faculty, distance learners, graduate and senior paper students
- 1 hour to 4 day - Reserve items (some reserve items are in library use only)
- 3 day - DVDs

**Library Notices**

- Library correspondence is sent via ORU email address unless otherwise notified

**Renewals**

*Reserve items & DVDs CANNOT be renewed*

Other items may be renewed except in these situations

- Item is overdue
- Item is on hold for another patron
- Item has reached the maximum allowable renewals
- Fine or other block on your library account

Items are renewed one loan period from day of the request

**Renewals Options**

- Online at **[www.library.oru.edu](http://www.library.oru.edu)**
- In person at the Library Service Desk
- By email to [LibCirc@oru.edu](mailto:LibCirc@oru.edu)
- By calling the library at **918-495-6391**
- Self-check out machine (books have to be with you)
- ORU app - Library

**Returns**

Return Library materials to:

- Information Desk Book Drop-LRC-3rd floor
- Library Service Desk-LRC-4th floor

**DVDS & RESERVES MUST BE RETURNED TO 4TH FLOOR**

**Late Charges**

**CAN BE PAID WITH EAGLE BUCKS OR CASH**

*Patron is encouraged to keep receipt as proof of payment*

Book & AV items: \$0.20 per day per item

**Late charges for Reserve Materials and DVDs**

1,2,4 hour checkout: \$0.60 per hour per item

1,2,4 day checkout: \$1.00 per day per item

3 day checkout (DVDs): \$1.00 per day per item

**Lost Charges**

Items extremely past due are considered “lost.” A minimum \$50.00 fee is automatically assessed for each item

**Blocks**

Accounts may be blocked for any of the following reasons:

- Outstanding library fines
- Overdue materials
- Expired ORU ID card
- Outstanding Interlibrary Loan fees

All blocks must be resolved before checking out or renewing books

**Maximum number of checked out items**

- DVDs and Reserve items - Up to 3 at a time
- Main circulating collection - Up to 20 at a time
- Alumni - Up to 5 items

**Dress Code**

- Dress code is in effect YEAR ROUND
- **Shorts are allowed ONLY during summer sessions**
- Please refer to the Student Handbook

**Cell Phone Usage**

**PLEASE SILENCE CELL PHONES IN THE LIBRARY**

Cell phone usage in restroom hallways (LRC-4) is allowed

**Covered Drinks and Food**

- Please enjoy food OUTSIDE the library
- Covered drinks ARE allowed

*Thank you for helping the Library to be free of insects and rodents*

**RESEARCH HELP—**

*Visit the Reference Desk in the Library Information Commons (LINC)*

**Call: 918-495-6887**

**Email: [Librarian@oru.edu](mailto:Librarian@oru.edu)**

