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 semester while enrolled

Self-Check Out
Self-check out machine may be used to check out books anytime the library is open but you must have completed your current semester library registration

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

Renewal
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
- Fines or other blocks on your library account
Items are renewed one loan period from day of the request

Renewal Options
- Online at oru.libguides.com/library
- In person at the Library Service Desk
- By email to 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
- LRC-4th floor Book Drop located at the Library Service/Check Out Desk

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 or a library hold placed, for any of the following reasons:
- Outstanding library fines
- Overdue materials
- Expired ORU ID card
- Outstanding Interlibrary Loan fees
All blocks/library holds 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

HOUSE RULES
We are thrilled you are here and want your library experience to propel you to great success.
These House Rules help.

Dress Code
- University’s classroom dress code applies to the Library all year
- No shorts or sweat or yoga pants
- Refer to the Student Handbook

Cell Phone Usage
- 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

RESEARCH HELP—
Visit the Reference Desk in the Library Information Commons (LINC)
Call: 918-495-6887
Email: Librarian@oru.edu