

# Oklahoma State University Policy and Procedures

**USE OF LIBRARY FACILITIES AND MATERIALS**

**2-0603  
ACADEMIC AFFAIRS  
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## POLICY

1.01 The Oklahoma State University recognizes its obligation as a publicly-supported institution for higher learning in Oklahoma to make its library facilities and library materials available, not only to its students, faculty, and staff, but to the general public as well. Since the library has a primary goal of maintaining open access to information, it is particularly vulnerable to those who would take advantage of the public interest that the library represents.

1.02 The University, through the library staff, is the custodian of such facilities and materials on behalf of the public. It has the responsibility, therefore, to maintain and protect these library facilities and materials from theft or misuse.

1.03 The 1988 Oklahoma legislature, by the enactment of Enrolled House Bill Number 1173, established a new section of law making it a misdemeanor to steal or mutilate library materials. The University, realizing the legislative intent in this measure, will implement its terms to the strictest degree to protect the public interest and will utilize such act as deemed necessary to enforce internal administrative regulations established for the use of library facilities and library materials.

## PROCEDURE

2.01 As a condition of entry, all persons using library facilities will be required to voluntarily allow library staff to inspect bags, purses, briefcases, or other containers carried by them as they exit the facility. A notice to that effect is posted at the entrances to all library facilities.

2.02 The library staff is charged with substantial responsibility for enforcing the provisions of the act, which states that "any person shall be guilty (of a misdemeanor), upon conviction, of library theft who willfully: removes or attempts to remove any library material from the premises of a library facility without authority; mutilates, destroys, alters, or otherwise damages, in whole or in part, any library materials; fails to return any library materials which have been lent to said person by the library

facility, within seven days after demand has been made for the return of the library materials." (21 O.S. Supp. 1988 Section 1739)

2.03 The University Librarian is authorized to establish appropriate policies and procedures, in consultation with appropriate advisory groups and consistent with University policies regulating the amount, assessment, and collection of fines and fees for the late return, loss, or damage of library materials and for the reporting to the University administration of persons suspected of, or apprehended in the act of, library theft or mutilation.

Approved: Library Advisory Committee  
Vice President Academic Affairs & Research  
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