

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

**Use of Library Facilities, Materials, and Equipment**

**2-010  
ACADEMIC AFFAIRS  
July 2009**

MISSION

The Oklahoma State University Institute of Technology Library strives to provide excellent service and optimum information resources in support of the current and future programs and activities of the College and its surrounding communities. The Library accommodates a comfortable environment to promote lifelong learning by providing personalized library services, including but not limited to the following: library instruction, reference support, interlibrary loan, and computer access.

POLICY

- 1.01 The Library maintains campus audio visual equipment.
- 1.02 The Library recognizes because of its position in the community that it has an obligation to make available its facilities, materials and equipment, not only to its students, faculty and staff, but also the general public as well, with the understanding that Oklahoma State University Institute of Technology patrons are given first priority.
- 1.03 The Library has the responsibility to insure that all points of view relevant to the college mission are represented in the collection. To insure this, the library endorses the American Library Association Library (ALA) Bill of Rights, the ALA Freedom to Read Statement, and the ALA Code of Professional Ethics.
- 1.04 The Library staff, working on behalf of Oklahoma State University Institute of Technology, maintains the facilities, materials and equipment for public use. The institution has the responsibility, therefore, to maintain and protect these Library facilities, materials and equipment from theft or misuse.
- 1.05 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. Oklahoma State University Institute of Technology, realizing the legislative intent of 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, materials and equipment.

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PROCEDURES

- 2.01 The Director of the Library is authorized to establish operational policies and procedures, in consultation with appropriate administration and consistent with Oklahoma State University Institute of Technology policies.
- 2.02 The library staff reserves the right to inspect bags, purses, briefcases or other containers.
- 2.03 The Library staff is charged with the responsibility for enforcing the provisions of the Oklahoma Library Theft Law, 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." (*Oklahoma Code, Title 21 Crimes and Punishments, Section 1739 Library Theft*)

Approved: August 1996  
Revised: June 2005  
Revised: July 2009