

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Use of Library Facilities, Materials, and Equipment

**2-010
ACADEMIC AFFAIRS
July 2013**

MISSION

The OSU Institute of Technology (OSUIT) Library supports the mission of OSUIT by delivering a range of services that support a comprehensive, high-quality, advancing technology education. To that end, the mission of the OSUIT Library is to provide access to information in support of the academic programs offered by the institution; to enhance bibliographic skills of patrons through instruction; to work cooperatively with faculty to build appropriate collections in a variety of formats; to respond to advances in information technology; to establish and maintain cooperative agreements for resource sharing with other libraries; and to encourage life-long learning.

POLICY

- 1.01 The library maintains campus audio visual equipment.
- 1.02 The library recognizes that because of its position in the community, 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 OSUIT patrons are given first priority.
- 1.03 The library has the responsibility to ensure 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 OSUIT, 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 Oklahoma Code, Title 21 Crimes and Punishments, Section 1739 Library Theft states that it is a misdemeanor to steal or mutilate library materials. OSUIT, 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.
- 1.06 The 2013 Oklahoma legislature, by the enactment of enrolled House Bill 1511, established a new Act relating to disclosure of information. The OSUIT Library, realizing the legislative

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intent of this measure, will implement its terms to the strictest degree to protect its patrons by prohibiting disclosure of certain information to unauthorized individuals.

PROCEDURES

- 2.01 The Director, Library is authorized to establish operational policies and procedures, in consultation with appropriate administration and consistent with OSUIT 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*)
- 2.04 The library staff is charged with the responsibility for enforcing House Bill 1511, which states that "Any library which is in whole or in part supported by public funds including but not limited to public, academic, school or special libraries, and having records indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group shall not disclose such records to any person except to 1) persons acting within the scope of their duties in the administration of the library; 2) persons authorized to inspect such records, in writing, by the individual or group; or 3) by order of a court of law".

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