

National Weather Center Library

Circulation Policy

Mission:

The National Weather Center (NWC) Library is a joint University of Oklahoma (OU) – National Oceanic and Atmospheric Administration (NOAA) information resource facility supporting the education, research, service and operations missions carried out by OU and NOAA organizations occupying the National Weather Center. The NWC Library also supports the wider meteorological community in Norman. With respect to the OU Library System, the NWC Library is a collaborating local library. It is also part of the NOAA library system.

General Policy:

Library materials may be used in the library by anyone.

Since the library is funded by NOAA and OU's College of Atmospheric and Geographic Sciences (C A&GS), NOAA researchers and staff, C A&GS faculty and staff, and students pursuing degrees in C A&GS may check out materials.

OU students not pursuing degrees in C A&GS but currently enrolled in at least one C A&GS course may check materials out from the library during the semester of their enrollment.

Individuals in the wider meteorological community in Norman, including faculty and graduate students in other OU colleges and employees of organizations housed on the Research Campus, may request check out privileges. Such requests will be reviewed and approved or denied by the Dean, C A&GS, after consultation with the College Librarian and the NWC Library Committee.

Alumni of the University of Oklahoma's College of Atmospheric and Geographic Sciences and retirees (emeritus faculty and staff) from the federal and University weather programs may check materials out from the Library. They will be issued a library card with proof of retirement, a photo ID and proof of address.

Circulation Categories:

Undergraduate C A&GS Students:

Books and government documents: 4 weeks / 2 renewals

Videos, CDs & DVDs: 1 week / no renewal

Periodicals (except current issue): None

Reference, DVD data sets and maps: None
Current issues of journals: None
Limit: 15

Graduate and Honors C A&GS Students:

Books and government documents: 4 weeks / 2 renewals
Videos, CDs & DVDs: 1 week / no renewal
Periodicals (except current issue): 2 days / no renewal
Reference, DVD data sets and maps: 1 day / no renewal
Current issues of journals: 1 day / no renewal
Limit: 20

OU Faculty, Staff and Associates (including emeritus):

Books and government documents: 6 weeks / 3 renewals
Videos, CDs & DVDs: 3 weeks / 2 renewals
Periodicals (except current issue): 2 days / 2 renewals
Reference, DVD data sets and maps: 1 day / no renewal
Current issues of journals: 1 day / no renewal
Limit: 25

NOAA Employees and Associates (including emeritus):

Books and government documents: 6 weeks / 3 renewals
Videos, CDs & DVDs: 3 weeks / 2 renewals
Periodicals (except current issue): 2 days / 2 renewals
Reference, DVD data sets and maps: 1 day / no renewal
Current issues of journals: 1 day / no renewal
Limit: 25

Renewals:

Library materials can be renewed:

In person: (when the library is open)
By phone: 325-1171
Online: <http://library.nssl.noaa.gov/InfoCentre/>

Visitors' Cards:

Visitors may purchase a library card to check materials out from the Library with a photo ID and proof of address. An initial fee of \$25 will be charged for a period of two years. The card may be renewed for a \$10 fee every two years providing that the card holder is in good status with the library. Visitor cards offer the following check-out privileges:

Books and government documents: 4 weeks / 2 renewals
Videos, CDs & DVDs: 1 week / no renewal
Periodicals (except current issue): 2 days / no renewal
Reference materials and maps: None

Current issues of journals:	None
Limit:	10

Holds:

Library users may place holds on items that are checked out. The library will ask the person who has checked out the item to return the item by the due date and explain that, because a hold has been placed, the item cannot be renewed. When the item is returned to the library, the person requesting the hold will be notified and given seven days to pick up the requested material.

Overdue Fines:

All borrowers are allowed a four week grace period before fines are imposed. After the grace period, the following fines will be charged:

Books and government documents:	10¢ / day
Videos, CDs and DVDs	10¢ / day
Periodicals (except current issue):	15¢ / day
Materials on hold:	20¢ / day
Reference materials and maps:	25¢ / day
Periodicals (current issue)	50¢ / day

A maximum of \$10 / item will be assessed.

The library will notify by email or phone all library users of overdue materials on their accounts.

Individuals with large numbers of overdue items will be brought to the attention of the Dean, C A&GS, who will consult with the College Librarian and the NWC Library Committee on appropriate action.

Lost Materials:

Library materials over 60 days overdue are considered lost. All borrowers will be notified when they have an item that is over 60 days overdue. The title of the item and its cost will be listed. Borrowers will have 10 days to find and return the item. If they do not return the item, they will be billed for the cost of the item plus a \$15 processing and late fee. If the lost item is later returned, the replacement cost may be refunded, but the processing fee is nonrefundable.

Materials Not Owned by NWC Library:

All students, faculty and staff with an OU ID card and federal employees with an OU Research Campus card can check out materials from the OU library system, either by going to any library in the OU system or by

requesting materials to be delivered to the NWC Library. Materials will be delivered to the NWC Library on a weekly basis, and the Library will notify users by email when the materials are delivered.

Library users also have access to online journals and databases licensed either through OU or the NWC Library. Library staff will assist users in accessing the online resources.

For materials not in the NWC or the OU libraries, both NOAA and OU employees have access to Interlibrary Loan. Library staff will assist users in ordering materials through Interlibrary Loan.