

**LIBRARY USAGE RULES FOR LIBRARY MEMBERS  
AND OTHER USERS OF  
THE MID-CONTINENT GEOLOGICAL LIBRARY, INC. (MCGL)**

- a. For accounting/billing purposes, members must record on the copy tracking log sheet found near the library printers the total number of prints generated from computers.
- b. Briefcases may be taken to the work areas; they may be subject to inspection upon leaving the library at the discretion of the library staff.
- c. Documents for up to 25 wells (logs, completion reports and/or scout tickets) may be taken to a work area at one time. Honor system - please respect these rules.
- d. When removing documents from the file cabinets, insert a placeholder marker card in place of any logs or scout tickets pulled from the files. Marker cards can be found on top of the file cabinets. This will assist the staff tremendously when refiling returned materials.
- e. While in the library, capturing digital images of library documents using portable personal scanners, digital cameras or cell phone cameras is not allowed. No tolerance.
- f. Logs must not be cut, altered, modified, disassembled or written upon/defaced in any way.
- g. If scout tickets are taken apart/unstapled, they must be reassembled in the original order.
- h. Herndon Map Books are not to be taken apart. Do not remove the pages from these or any other publications in the Library.
- i. When returning materials to the cabinets for refiling when you are done with them, make sure they are put together in the proper order. Separate each township range and section. Put the materials back on top of the file cabinet they were taken from. Do not refile any material on your own. NOTE: all materials removed intraday should be returned to the top of the file cabinet(s) at the end of the business day. No library materials should be left in the work areas. There will be no exceptions to this rule.
- j. MCGL members in good standing are allowed to check out library materials for up to 25 wells at a time. The check-out period is seven consecutive days. A \$5 per day late charge will be assessed on the eighth day following checkout (weekend days or days the library is closed for any reason are not included). Check-out privileges will also be limited to documents for 25 wells per day per individual membership. Items to be checked out should be taken to the front desk where a Library staff member will prepare, in duplicate, a check-out record for member's signature. Friendly reminder: your careful handling of the checked out library materials is appreciated and when returning materials, please group the logs/scout tickets in the order shown on the check-out sheet. A \$10 handling charge will be assessed if documents are returned in significant disorder making the check-in process more difficult.
- k. **VERY IMPORTANT:** The library is unable to directly purchase logs from commercial log vendor services, so it is imperative our logs be returned. Replacement options for documents that are lost/unreturned will be handled on a case-by-case basis but will include the member purchasing the documents from a commercial service to replace the lost documents. Library use privileges may be suspended until the lost documents are replaced.

- i. MCGL library materials may only be reproduced for in-house or personal use. To protect the library and the value of our data, only the member checking out the materials shall have use of them while offsite (honor system). An exception is hereby granted for the inclusion of any data used in the preparation of a prospect to be shown to a third party, which shall not be included as part of the proscription against commercial reproduction (see below).
- m. Reproduction of any MCGL Library documents for subsequent commercial resale or other for-profit use is strictly prohibited. Violation of this policy will result in an immediate loss of membership privileges. NO TOLERANCE OR EXCEPTIONS.
- n. Collection Policy: All members have been granted the privilege to charge copies, prints, scans, late fees, etc. to their MCGL account. All charges incurred during the month will be billed to you the following month via email. Net terms is 30 days, regardless of balance. All accounts 30 days overdue, will receive a 1.5% interest charge on balances over \$100 or a repeat billing fee of \$1.25 for balances under \$100. Accounts with balances over \$100 that are not paid after 90 days will be turned over to a third party agency for collection and the member is solely responsible for their total balance including all collection agency fees, repeat billing fees, and interest charges incurred during collection procedures. Failure to keep account current will result in suspension of your charge account until the balance is paid in full.
- o. These rules apply to Geo-Techs and Interns and incorporate by reference the terms and conditions listed on those respective applications.

**Regardless of how your membership is paid for or by whom if paid by an employer or a third party, the membership will be in your personal name and will belong only to you, individually; it isn't a "company" or multi-user/shared membership. Also note that membership fees are non-refundable.**

**These rules will remain on file and in effect as long as a library membership remains active through annual renewal. Any amendments or changes to these rules will be distributed to all active members at the time the changes are made. The rules will also be posted on the mcglibrary.org website.**

**Failure to abide by the rules could lead to a loss of library membership privileges with no refund. I acknowledge that I have received a copy of and have read and will follow these rules. Failure to abide by the rules could lead to a loss of library membership privileges with no refund.**

Print Member Name \_\_\_\_\_

Member's signature \_\_\_\_\_

Membership I.D. # \_\_\_\_\_ Date \_\_\_\_\_