

## 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. For accounting/billing purposes, Library copiers require the entry of your membership code prior to being able to make copies or scan documents.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. Logs must not be cut, altered, modified, disassembled or written upon/defaced in any way.
- h. If scout tickets are taken apart/unstapled, they must be reassembled in the original order.
- i. Herndon Map Books are not to be taken apart. Do not remove the pages from these or any other publications in the Library.
- j. When returning materials to the cabinets for refiling after using them in the library, 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.
- k. MCGL members in good standing are allowed to check out documents (logs, completion reports and/or scout tickets) for up to 25 wells at any given time. The check-out period is seven consecutive days (which will always include five business days). A \$5 per day late charge will begin being assessed on the eighth day following checkout (weekend days or days the library is closed for any reason are not included). A two-day grace period either direction will be allowed for out of town members who have documents mailed/shipped. 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 reception desk (**no later than 4:15 PM**) where a Library staff member will prepare, in duplicate, a check-out record for member's signature. One copy of the check-out record will go with the checked-out documents; it should accompany the documents when returned to the Library. The second copy will be retained in the Library, filed by return due date. Friendly reminder: your careful handling of the checked out logs/scout tickets 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.
- l. **VERY IMPORTANT – UNRETURNED/LOST LOGS:** The library is unable to directly purchase logs from commercial log vendors, so it is imperative our logs be returned. Replacement costs depend on the library's ability to internally reprint the log from a scanned copy on file. If the library is able to reprint the log, the replacement fee is \$50 per log. For logs that cannot be reprinted, the lost log fee is \$500 per log. The member also has the option of personally purchasing logs from a commercial service to replace the library's copy. Library use privileges may be suspended until the lost logs are replaced.

- m. 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).
- n. 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.**
- o. These rules apply to Geotechs and incorporate by reference the terms and conditions listed on the Geotech application.

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. Paid membership dues are non-refundable.

If any charges for library-provided services (copies, printouts, etc.) remain unpaid 90 days from the date of being invoiced, the MCGL may use whatever method may be appropriate to collect the outstanding balance due including turning the account over to an outside agency for collection if/as necessary.

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 under the Library heading on the MCGL's website [www.mcglibrary.org](http://www.mcglibrary.org).

**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 \_\_\_\_\_

Revision/effective date 9/25/17