











## **Welcome to D. E. O’Shaughnessy Library**

Welcome to the OST community and the Donald E. O’Shaughnessy Library (DEOL). The library consists of six floors filled with a physical collection of approximately 90,000 plus holdings, 30,000 plus eBooks, and close to 300 journals. The journals are mainly academic theological journals. DEOL holds other special collections. The DEOL information system is WorldCat Discovery where patrons may also access multiple databases.

During this time of transition in academia and life, the DEOL will follow the guidelines regarding COVID-19 from OST, the CDC, the county, and state. During this time of COVID-19, we are adjusting to follow new norms regarding library access. The library staff is available to assist you via e-mail and telephone.

The library staff thanks you in advance for your understanding, your cooperation, and your patience as we move into a new way of research and access.

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### [Library hours & contact information](#)

Starting August 24, 2020, the D. E. O’Shaughnessy Library will be open:

Monday - 7:30 am – 8:30 pm

Tuesday – Thursday 7:30 am – 9:00 pm

Friday – 7:30 am – 5:00 pm

Saturday – 11:00 am – 5:00 pm

Sunday – Closed

Assistance via zoom is available Monday – Friday from 1:30 – 4:30 at [Library Assistance](#).

Updates will be posted to the library website as they become available.

210-341-1366 Ext. 311/ [library@ost.edu](mailto:library@ost.edu)

### [Gaining access to the library](#)

As a precaution, the library is limiting access to the library to the OST Community. If you are a student, faculty, or staff, you may gain access to the D. E. O'Shaughnessy Library with your OST ID. If you do not have an ID, contact the Circulation Desk.

If you are a member of an institution with whom the D. E. O'Shaughnessy Library maintains a lending/borrowing agreement, you may call the Circulation Desk (210-341-1366 Ext. 311) to inquire about access.

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### [Protocols while visiting the library](#)

Remember to bring your OST ID to gain access to the library building. You must wear a face mask while on campus. Upon arriving at the library, the staff at the circulation desk will take your temperature. If your temperature is 100.4 or higher, the staff member will document your visit, and ask you to leave for both your protection and that of the library staff, and others.

Our computers, as some of our study areas have seats that are close to each other, you are asked to be conscious of and practice social distancing. In the case where people are too close to each other, the library staff will ask you to distance from each other.

At checkout, you may stand directly in front of the plexiglass after you place your books to the left of the plexiglass.

If you are browsing in the stack area and pull books from the shelf, please do not return them to the shelf. Return books to the book trucks throughout the area, and staff will process them for re-shelving.

Please hold on to your belongings while in the library. **We are asking that you do not leave your belongings behind the circulation desk.**

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### [Returning books to the library](#)

DEOL has extended all due dates to August 31, 2020, and has waived overdue fines through August 31, 2020. You may return books to the library as long as you abide by the protocols listed above. The quarantine for books returned is three days.

The DEOL ILL department has requested renewals for outstanding ILL books. However, if you no longer need your ILL book, you may return it to DEOL. You may find ILL updates on the library website.

ILLs may be submitted, but keep in mind that physical books are difficult to borrow because many libraries are still closed. The formats easier to acquire through ILL are essays, book chapters, and articles.

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If you have any questions regarding your ILL books, you may contact the DEOL Circulation Desk (210-341-1366 ext. 311) or contact Ms. Carmen Rodriguez at [crodriguez@ost.edu](mailto:crodriguez@ost.edu).

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#### [Remote access to collections](#)

The DEOL WorldCat Discovery/Catalog is available from the library website (<https://ost.edu/oshaghnessy-library/>). When searching the catalog remotely, your access information or user ID is the first part of your OST e-mail. The password to gain access is the same as your OST e-mail password. You may find this and other information on Moodle. Make sure DEOL shows up as one of your courses. If it does not, please contact the library so that your name may be added to the course.

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#### [Circulation Desk](#)

All transactions take place at the Circulation Desk. Be sure to have your student ID to process checkouts, access reserve collections, process fine/fees.

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#### [Checkout Period](#)

Students may check out up to 10 items at any one time, and may renew for up to four times. Ph.D. students may check out up to 20 items at any one time and may renew up to four times. Students and patrons not enrolled at OST may check at the Circulation Desk.

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#### [Printing & Xeroxing](#)

Xeroxing is 10 cents per page, and printing from computers in the library is also 10 cents per page. Diocesan and Religious students may charge printing and Xeroxing only when the corresponding diocese or religious community grants authorization.

The library does provide access to a scanner. Students must bring their own flash drives to save their material.

All other students may pay as they go, or they may deposit funds in their accounts.

#### [Overdue fines](#)

If books are not returned on time, students will receive an overdue fine at 35 cents per item per day. Courtesy Patrons and TexShare Patrons are fined \$1.00 per item per day. Overdue fines are the responsibility of the student/patron.

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#### [TexShare](#)

TexShare is a consortium of Texas libraries collaborating to share print and electronic material. TexShare services are available to patrons of participating member libraries all across Texas. Through the TexShare program, a registered patron may sign up for a TexShare card that provides the patron with borrowing privileges from more than 500 participating libraries across the state of Texas.

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