

# OKLAHOMA WELL LOG LIBRARY, INC.

## RULES FOR LIBRARY USE

### **SIGN IN:**

All members and their runners must sign in at the sign-in table upon entry to the Library. The runners are to sign their name and the name of the member they are coming for.

All brief cases, purses, folders and etc. taken into the Library will be checked by the receptionist upon leaving. If you do not want them checked, leave them with the receptionist.

### **RUNNERS:**

Each member may designate one (1) person as a runner for his/her membership to pick up data. Each member is responsible for this person to be signed up as their designated user with the Library's receptionist.

A runner is classified as any non-professional person (such as secretaries, geo-techs, etc.). Any geologist, engineer, landman, etc. cannot use another person's membership.

A runner may come and collect data for the member and check out material. They cannot stay in the Library and work on maps, etc. for the member. There is a work counter in the Library designated as checkout counter for the runners to use.

### **STAFF DOES NOT TRAIN RUNNERS:**

Each member wishing to have a runner use the Library on their behalf is responsible for their runner knowing how to use the data in the Library. The Staff cannot do this for you, however the staff is more than willing to show anyone where the data is located.

### **SMOKING:**

There is NO smoking in the Library.

### **ELECTRIC LOGS:**

- 1) A member may check out logs for a period of three (3) working days. The day the logs are checked out and the day they are due are included in the three days. If said logs are kept past the third day, the member's account will be billed automatically for an additional three day period at the original rate of twenty cents per day with no penalty.
- 2) To check out logs you will fill out the "Log Check Out Sheet" in its entirety. Be sure to fill in your name and the name of your company at the top of the sheet. Non-members sign your name and the name of your member you are checking out the logs for and the company name. Take the logs and your check out sheet to the receptionist and he/she will check them out for you. The receptionist will put a sticker on your logs with the date they are due back in the Library.

Please keep the sticker with the logs when you return them. The logs are to be returned in order of Township, Range and Section unless they are Texas logs which are County, Survey, Block, Section. Having the logs in order will help the Staff get the logs back in circulation faster.

- 3) Logs must be returned within six consecutive working days following and including checking out day to avoid penalty. Delinquent accounts will automatically be billed at a flat rate of \$5.00 per day thereafter until such time as the checked-out logs are returned to the Library. Failure to return the delinquent logs within nine (9) consecutive working days will result in automatic suspension of Library privileges until the logs are returned. The Library further retains the discretionary right to revoke check-out privileges for a period of 60 days.
  
- 4) Check out period for logs may be reduced to 24 hours upon notification (verbal or written) by the Library Staff should the material on loan be requested by another member. In the event material is on loan and more than one member requests said material, the Librarian or their assistant may designate the area as an "ACTIVE AREA" and checking out of said material shall be limited to 24 hours. The "ACTIVE AREA" may be designated normal by the Librarians at their discretion and the check-out out period will revert to normal.
  
- 5) When using electric logs in the Library you are to return the logs to the designated shelves or carts as close as possible to where you pulled them. Do not put them on the top shelves or on the radiators. They are to be returned in order of Township, Range and Section. **DO NOT MIX TOWNSHIPS TOGETHER. STAFF WILL REFILE ELECTRIC LOGS.**

#### **STRIP LOGS:**

Strip logs **cannot** be checked out – "in Library use" only. Members using strip logs are responsible for the refilling of the strip logs. **DO REFILE STRIP LOGS.**

#### **SCOUT CARDS:**

All Scout cards will be checked out for "in Library use" only. One of the staff will pull your cards for you and you are to return the cards to Staff. Be careful not to leave these cards at the copy machine. Some of the scout cards are taped together. If you must take the cards apart, do so carefully and please retape the cards before returning to the Staff to refile. Cards being returned to the staff for refilling must be returned in order by Township, Range and Section.

#### **DRILLER'S LOGS:**

The driller's logs (1002A's) are refilled by the user. Return the driller's logs to their folder with the right side up and in order as to Township, Range and Section. Refile them on the designated shelves with the tab label to the outside where it can be viewed.

## **MAPS:**

The Herndon maps in the books ARE NOT TO BE COPIED! Extra sets of Herndon Maps are in a stack file cabinet near the books for your copying purposes. After you copy a map from the stack file return it to the stack file as neatly as possible and in order within the stack. Effective 2011 we no longer receive Herndon Map updates. The Library computers have updates and are available for viewing only.

Amerada Base Maps can be checked out for copying by filling out a check out sheet and taking to J.D. Young, Ridgeway or Triangle.

We have topographic maps of Oklahoma and Kansas, they are alphabetical by quadrangles. We now have state-wide coverage of Mid-Continent Maps (1986). There is a \$3.00 fee for an 8.5" X 11" copy or \$10.00 for the entire map. Geo Maps are \$5.00 for an 11" X 17" copy and Pipeline Maps are \$5.00 for an 11" X 17" copy and \$10.00 for the entire map.

## **COPY MACHINES:**

We have five copy machines for your use and convenience. There are copyright laws regulating the copying of printed material. Read the notice of copyright restrictions posted above each machine. When making copies put the copier lid down as this will keep the copier making better copies and use a lot less toner.

Should any repairs need to be done to the machine or if you need paper see one of the staff members. Do not try and fix the machine yourself.

You will be given a four digit code to use each time you copy. The amount of copies will be recorded and you will be billed on your monthly statement.

When using the log machine report the amount of folds to a staff member. The computers and microfiche machines have a sheet of paper by them for you to record the number of copies you made.

## **PRODUCTION BOOKS:**

After use put the production books back in the proper place on the shelves. You do refile the books. There will be no past histories with Dwights since they put active and inactive wells in one book. **DO NOT TEAR PAGES OUT OF THE BOOKS TO COPY THEM!** If pages should come out by normal use, bring them to one of the staff members for repair.

## **PRODUCTION ON COMPUTER:**

IHS Energy/PI Dwight's, Pangea and Oil Law production data is available on Library computers. Browsing the data is free, but there is a per page fee for printouts. Please adhere to the fifteen minute time limit if anyone is waiting to use the computers. **DATA CANNOT BE COPIED ONTO DISKS.**

The Library subscribes to the daily and weekly **PETROLEUM INFORMATION REPORT** for Arkoma Basin, Kansas Region, Oklahoma and District 10 in Texas (Panhandle) reports. **Do not take the reports apart.**

**MICROFILM:**

Plugging reports are on microfilm. If you do not know how to use these machines, ask a staff member for assistance. Keep the plugging record boxes in order by year. Return the film to the proper box and refile. We also have a set by township, Range and Section.

**MICROFICHE:**

Please place the fiche in order in the tray on top of the cabinet and staff will refile them. Ask one of the staff for help if you do not know how to operate the Minoita Microfiche machines.

**ELEVATION BOOKS:**

These books are very old and need careful handling. Please do not leave them lying on the tables. Return them to the shelves underneath the Herndon books. **DO NOT COPY THESE BOOKS.**

**TELEPHONES:**

We have only three lines for Library member's use. Limit your calls to short **business** calls only.

**ORDERING LOGS:**

The Library cannot order logs for you. The number to call where you can order logs through TGS is 1-800-592-1424.

**HOURS OF OPERATION:**

The Library is open weekdays (no Saturdays or Sundays) from 8:30 A.M. until 5:00 P.M. Fifteen minutes before closing there is an announcement made on the PA system regarding closing and the computers and log machine will be turned off. When this announcement is made you should gather your data together and prepare to leave by 5:00 P.M.

**EMERGENCY EXITS:**

We have two doors in the library for **EMERGENCY EXITS ONLY**. These doors have alarms on them. Please do not use these doors unless it is an emergency.