405:3-1-8. Office location; hours; information availability

(a) The Oklahoma Department of Libraries is located in the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City, Oklahoma 73105-3298 in the State Capitol area; the Jan Eric Cartwright Memorial Law Library is located in the Capitol and the State Records Center is located at 425 N. E. 21st 426 East Hill Street, Oklahoma City, Oklahoma. Telephone numbers are 405/521-2502 and 1-800/522-8116.

(b) All requests for information or petitions should be addressed to the Director.

(c) The Department is open to the public 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays.

(d) By laws of the Board and the rules governing the Oklahoma Department of Libraries are available for inspection at the Allen Wright Memorial Library Building.

405:3-1-10. Structure of the Department

To carry out these functions, the Department is divided into seven offices: Deputy Director, Jan Eric Cartwright Memorial Law Library, Government Information, Library Development, Library Technology, Public Information, and OTIS/Information Services. The Department acts as the Administrative Agency for the Archives and Records Commission and the Oklahoma Historical Records Advisory Board.