

Circulation

The Circulation Department oversees the lending and control of books and other library materials.

Phone	Location	Contact
(909) 537-5090	First Floor	Sylvia Cardenas

Policies and Services

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The Pfau Library's resources support the teaching and research needs of our faculty and students. The library may be used by students from other CSU campuses, members of the Inland Empire Academic Libraries Cooperative, and other institutions as well as members of the community. Not all services are available to non-CSUSB users. Please check the general borrowing policies and privileges.

Library Cards

What do you need in order to borrow materials from the Pfau Library? See which of the following categories apply to you:

- CSUSB faculty, staff, and students must show a current [Coyote One Card](#)
- Open University students must pick up their [Coyote One Card](#) at the OneCard Office (PL-005, 909-537-5064). Once issued these cards, Open University students will then be eligible to borrow Library materials, and to remotely access the Library's electronic resources.
- Faculty and students from other CSU campuses must show a current campus photo ID from their home campus. Students must have a current class schedule for the quarter/semester they are attending.
- Students from [IEALC](#) (Inland Empire Academic Library Cooperative) institutions must show current photo ID and current IEALC card from home campus library. IEALC Faculty are required to show a current campus ID.
- CSU Alumni, including CSUSB Alumni, must show a current Alumni Association card from their CSU campus and a current photo ID (CDL, CA identification card, or passport).
- Faculty members may authorize anyone they choose to check out books in their name. In such cases, the faculty member is responsible for materials checked out, including financial obligations for lost, damaged or overdue materials. Faculty should contact the Circulation Desk for more information about this option.
- Teachers in Riverside and San Bernardino counties must present a current California Driver's License and current pay stub, or a letter from the principal on school letterhead confirming employment as a full time faculty member.
- Community members (age 18+) can join the Pfau Library Associates to get a library card. Library Associates must supply current verification of California residency, mailing address and a photo ID (CDL, CA identification card, or passport). [Find out how to join the Library Associates](#). When checking out books, show your current Library Associates card and photo ID.

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Your Responsibilities

You must respect the following provisions of the Pfau Library Lending Code:

- Coyote OneCard cannot be transferred.
- Notify the library of any address changes.
- Notify the library of any lost or stolen Coyote OneCard/library cards. Otherwise you will be responsible for any library materials borrowed with your lost card.
- Respond on time to recall and overdue notices from the library.
- Materials must be returned to the library in the same physical condition as when they were checked out. Post-it notes, highlighting, writing in the margins, etc., are prohibited.

- Bring the materials to be checked out at the Circulation Desk no later than 15 minutes before closing.
- You must respect the library's no food and drink policy. The policy is strictly enforced and offenders will be asked to dispose of the food or drink or leave the library.
- Return borrowed items by closing time on the date due. You may return materials to the Circulation Desk or to the outside book drops located next to the bus station on campus or the NE Library deck.

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Circulation Policies

Loan Periods and Limits

Category	Books	Periodicals	Tapes & CDs	Art Prints	Featured Books & Audio Books	Videos & DVDs
Full-Time CSUSB Faculty	6 months	1 week (bound & current), ones in plastic covers do not circulate.	2 weeks	28 days	2 weeks	1 week (limit 5) + 1 box set
Part-Time CSUSB Faculty	3 months	1 week (bound & current)	2 weeks	28 days	2 weeks	1 week (limit 5) + 1 box set
CSUSB Staff	28 days	1 week (current only)	2 weeks	28 days	2 weeks	1 week (limit 5) + 1 box set
CSUSB Students	28 days	1 week (current only)	2 weeks	28 days	2 weeks	1 week (limit 2) + 1 box set
Library Associates	28 days	1 week (current only)	In library use	28 days	2 weeks	3 days (limit 2) + 1 box set
CSU Alumni	28 days	1 week (current only)	In library use	28 days	2 weeks	3 days (limit 2) + 1 box set
Other CSU's	28 days	1 week (current only)	In library use	2 weeks	2 weeks	No circulation
IEALC	28 days	1 week (current only)	In library use	2 weeks	2 weeks	No circulation

1. Books may be recalled by another patron after 28 days.
2. There is a 3-day grace period for 28-day items, including days the library is closed.
3. Items that have checkout periods of 3 day, 1 week, and 2 weeks have no grace period.
4. Videos and DVDs may not be renewed by any user category.
5. Late fines for videos and DVDs apply to ALL user categories. The fine is \$2.00 per day per item to a maximum of \$26 per item.
6. DVD Box sets (containing 3 + discs) returned with one or more discs missing will be charged full set replacement cost + \$10.00 services charge.
7. Late fines for Featured Books and Audio Books apply to All user categories. The fine is \$1.00 per day per item to a maximum of \$26.00 per item.

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Fees/Fines

- 28 day loans: Fines are charged at the rate of \$ 0.25 per day/per item, maximum \$10.00 per item.
- 1 week loans (except videos and DVDs): \$1.00 per day/per item, maximum \$10.00 per item.
- 2 week loans: \$1.00 per day/per item, maximum \$10.00 per item (Audio Books and Featured Books).
- Videos and DVDs: \$2.00 per day/per item, maximum \$25.00 per item.

Lost Material Fees: When an item is lost, you will be charged current replacement charge plus a \$10 processing fee per item. A refund will be issued for a paid book only if it is returned within one year of the original billing date, and only if the library has your current mailing address. Any outstanding fees will be deducted from the refund.

Damaged Material Fees: Repair cost or replacement cost plus a \$10 processing fee per item.

Payments: Fees must be paid at the Circulation Desk. Payment by cash or check is accepted.

If a patron does not receive overdue reminders and/or billing notices, he or she is still responsible for returning items on time. The distance a patron lives from campus does not relieve the borrower of the responsibility to pay fines and/or return items by the due date.

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Placing Recalls

When the book you are looking for is checked out, CSUSB faculty and students may place recalls online or at the Circulation Desk. Recalls online can be requested through the record of the item you need in the [Pfau Library Catalog](#). When viewing the record, select "Request a Hold/Recall" and login as instructed, this will automatically recall the item. Recalls at the Circulation Desk require a call number, author, and title of the book as well as your Coyote OneCard. All material is subject to recall by the Circulation Department. Books may be recalled after they have been checked out for 28

days. When the book is returned, you will be notified by mail. The Circulation Desk will hold the book for you for 7 days.

Placing a Search

The Circulation Department is responsible for the shelving of all materials in the library.

- If the online catalog tells you an item is available, but you can't find it, go to the Circulation Desk. The Circulation Department can initiate a search for the missing item. You will need the call number, author, and title of the book. When the book is found, you will be notified by mail. The Circulation Desk will hold the book for you for 7 days. This service is for CSUSB faculty and students only. A Coyote OneCard is required.
- If you believe you have returned an item to the library, but our records indicate that it is still checked out by you, you may request a search at the Circulation Desk.

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Renewals

- Any books that you have currently checked out from Pfau Library will be listed on your main " [My Library Account](#)" page, along with their due dates. To renew an individual book or selected books, put a checkmark in the box next to the desired title, then click the button "Renew Selected." To renew all books currently checked out to you, click the button "Renew All."
- If you renew your book(s) over the Internet it is your responsibility to verify that they have been renewed. (Reasons why your book(s) were not renewable: outstanding overdue fees, not registered, card expires in less than 28 days or someone has placed a hold against the book(s).)
- No phone or mail renewals. You must bring items to the Circulation Desk, or renew materials online.
- Books may be renewed twice, as long as no one has placed a hold on them. Renewed items are subject to recall if needed by another patron.
- If you already renewed a 28-day item twice, you will no longer be able to renew it for a third time online. You must bring the item in for renewal.
- Items with 3-day or 1-week checkout period are not renewable.
- Due to the longer, extended loan periods associated with their category, faculty (both full-time and part-time) are allowed only one online renewal.

Restricted Materials

Items indicated as "Restricted Circ" in the online catalog are shelved in a locked room but may be checked out. Write down the title and call number and go to the Circulation Desk. Circulation staff will check out the restricted item to you and then retrieve it. You must check out the item in order to see it. If the Circulation Desk is busy, you may need to leave the title and call number information and pick up the book at another time specified by circulation staff.

Periodicals

Located on the third floor, Periodicals provides access to current and bound periodicals (magazines, journals, newspapers). Current magazines and journals are shelved alphabetically by title behind the elevators. Current newspapers are located near the Periodical Desk. Bound (older) magazines or journals are shelved alphabetically by title along one side of the third floor. Older newspapers are on microfilm in the [Microforms](#) room on the first floor.

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