



## ***Pfau Library: FAQ's for New Faculty....***

### **What do I need to check out books or use other library services?**

You will need a Coyote OneCard (CSUSB ID card) to check out books or other library items. You will need your Coyote ID number (employee ID number) to log-in to online library services. *Accounts for new faculty are activated the week that classes begin. If you need library access prior to that time, come to the Circulation Desk to have your account manually activated.*

### **How many items can I check out, and for how long?**

There is no limit on the number of books faculty may check out. Full-time tenure-track faculty may check out regular books for 6 months, and renew online or in person for one additional 6-month period. You may also authorize your student assistants to check out materials in your name. Contact Sylvia Cardenas at the Circulation Desk (x75090 or x73471) for more information. *Please note that faculty are NOT subject to overdue fines (with the exception of video/DVD & Featured Book loans); however, if items are not returned or renewed, faculty will be billed for the replacement costs plus processing fees.*

### **Can I check books out from other libraries?**

Yes, CSUSB faculty have check-out privileges at all CSU libraries—just show your Coyote OneCard. Faculty may also check out books from IEALC libraries (for a list, please see: <http://www.lib.csusb.edu/about/cooperative.cfm>) and UC Riverside libraries with the presentation of the OneCard. Please call the library you plan to use to find out what else they may require as positive identification or proof of employment. For the Claremont Colleges libraries, stop by the Pfau Library Circulation Desk to fill out a form for check-out privileges.

### **Can I use library resources from my home or office?**

Yes, Pfau Library subscribes to many online research tools, including more than 20,000 full-text magazine, journal, and newspaper titles; about 3,000 electronic books; and a variety of research indexes. See <http://www.lib.csusb.edu/article/all-databases.cfm> for a complete list of our databases. At home, you must log-in with your Coyote ID before you can use a database.

### **What if I need a book or article the library does not have?**

Use our Interlibrary Loan service. Request forms are available online via ILLiad, see <http://www.lib.csusb.edu/about/ill.cfm> You will be notified by email when your items arrive; articles can be picked up online via your ILLiad account, and books can be picked up at the Circulation Desk. There is normally no charge for this service.

### **Can I request that the library purchase something?**

We welcome faculty requests for books, videos, or CD's for addition to Pfau Library's collection. You may use the online form at <http://www.lib.csusb.edu/about/order.cfm> or directly contact your liaison librarian (see other side for list by subject area).

### **Can I link to online library resources from my course web page?**

Yes, as long as the link is durable and includes the library's "proxy" information, so that your students can log-in. Complete instructions at <http://www.lib.csusb.edu/distlearn/linking.cfm>

### **How can I place course-related materials in the library for my students to read?**

Library books, personal copies, or other class reading materials may be placed at the **Reserves Desk** for use by your students. You determine the checkout period. Reserve forms are available at the Circulation Desk or online (<http://www.lib.csusb.edu/about/reserveform.htm>). Please allow one week lead time for preparation of materials. Shorter materials (articles, notes, brief excerpts from books) may also be placed in **Electronic Reserves**, making them available to students online. (See <http://www.lib.csusb.edu/about/ereserve.cfm#fac>) Contact Sylvia Cardenas at the Circulation Desk for more details (x75090 or x73471).

### **How can I schedule a library instruction session for my class?**

Please contact Barbara Quarton (x77553 or [bquarton@csusb.edu](mailto:bquarton@csusb.edu)) or use the online request form at <http://www.lib.csusb.edu/about/instr.cfm>. You must schedule at least one week in advance! Tell us about your assignment and we will tailor the instruction session to your needs. The Reference Librarians are also happy to act as consultants on the design of library assignments. **OLLIE**, our online tutorial, is also available at <http://www.lib.csusb.edu/ollie/ollie.htm> Please contact us if you wish to assign OLLIE for credit.

### **Who can I ask if I have a library or research-related question?**

Visit the Reference Desk on the first floor of the library, or call the desk at x75091 or x73328. You may wish to schedule a individual research consultation with a specific reference librarian, listed below. An "Ask a Librarian" question form is available on the library's web site at <http://www.lib.csusb.edu/help/asklib.cfm> Office phone numbers for the individual Reference Librarians are listed below.

### **Do you have study cubicles for faculty use?**

A few lockable study cubicles are available on the 4<sup>th</sup> floor and may be reserved for use during the current quarter. Contact the library administration office, x75102, for more info.

**Library Web Site:** <http://www.lib.csusb.edu>

**Library Support Services for Faculty:** <http://www.lib.csusb.edu/about/support.cfm>

**Library Hours:** <http://www.lib.csusb.edu/about/hours.cfm>

### **Contacts:**

**Reference Desk:** x75091, **Circulation Desk:** x75090, **Reserves:** x73471

**Dean of the Library:** Cesar Caballero, x75102

*To request books for purchase, or for any questions about library resources for your discipline, contact your liaison librarian:*

**College of Art & Letters:** Stacy Magedanz x75103

**College of Business:** Les Kong x75111, and Jill Vassilakos-Long x77541

**College of Education:** Lisa Bartle x75992

**College of Natural Sciences:** Bonnie Petry x75114, and Xiwen Zhang, x73982

--Nursing: Lisa Bartle x75992

**College of Social & Behavioral Sciences:** Brent Singleton x75083

--Economics & Political Science: Jill Vassilakos-Long x77541

--Psychology: Barbara Quarton x77553