



## ***Pfau Library: Q & A for New Part-Time 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. *New faculty and staff must come to the Circulation Desk to have their numbers activated for library access. Depending on whether your department “clears” you at the end of the quarter, your library account may be deactivated. In that case, you must reactivate it at the beginning of the next quarter in which you are employed.*

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

There is no limit on the number of books faculty may check out. Part-time faculty may check out books until the end of the quarter. With this liberal policy, the library asks that faculty renew books in person. *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 15,000 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 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 may be picked up at the Reference Desk. There is normally no charge for this service.

### **Can I request that the library purchase a book or journal?**

We welcome faculty requests for books, videos, or CD's for addition to Pfau Library's collection. Order request form available at <http://libcat.lib.csusb.edu/acquire> (requires log-in). Requests for journal subscriptions must be routed through your college's representative on the Library Committee (membership list at <http://www.lib.csusb.edu/about/committee.cfm>)

### **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>. Please 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. Please use OLLIE for ENG 85-95, for which we do not provide live instruction.

### **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. 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>

### **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 Les Kong, Head of Public Services ([lkong@csusb.edu](mailto:lkong@csusb.edu) or x75111), for more information.

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

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

### **Names & Numbers:**

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

**University Librarian:** Cesar Caballero, x75102

**Head of Automation Services:** Buckley Barrett, x75104

**Head of Public Services (Reference, Circulation):** Les Kong, x75111

**Interim Head of Collection Development:** Buckley Barrett, x75104

**Head of Reference:** Barbara Quarton, x77553

**Head of Cataloging:** Jill Vassilakos-Long, x77541

**Cataloging Librarian:** Eva Sorrell, x77392

**Interlibrary Loan:** Lee Bayer, x75093

**Reference Librarians:** (main subject areas noted)

Lisa Bartle (Education, Nursing & Health, Social Work) x77552

Stacy Magedanz (English, Communication Studies, Law) x75103

Bonnie Petry (Art, Music, Theater, Biology, Women's Studies) x5114

Barbara Quarton (Psychology, Sociology) x7553

Brent Singleton (History, Ethnic Studies, Criminal Justice, Kinesiology) x75083

Jill Vassilakos-Long (Business, Government Documents) x77541

Xiwen Zhang (Chemistry, Computer Science, Geology, Mathematics, French) x75106