

# Library Use Reserves

Phone	Location	Contact
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## Policies and Instructions

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## Reserves Policies for Students

Reserves provides materials for limited loan periods. Reserves materials are used primarily for classes. Professors place materials, which may include lecture notes, exercises, and solutions, on reserve for their classes. Loan periods are determined by the faculty member.

### Coyote OneCard

Students must present a current Coyote OneCard to the Reserves Desk to check out the materials.

### Loan Periods

1 hour, 2 hours, 3 hours, 4 hours, 1 day, 2 days, 7 days, 14 days... The library staff will tell you what time the item must be returned when you check out the materials. Materials that are checked out overnight 1/2 hour before closing are due the next day first hour after opening.

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## Fees/Fines

Type of Loan	Fines	Maximum Fees
1 Hour, 2 Hours, 3 Hours, 4 Hours	\$1.00 per hour	\$25.00 per item
24 Hours, 48 Hours	\$1.00 per hour	\$25.00 per item
7 days, 14 days	\$1.00 per day	\$25.00 per item

## Reserves Guide for Faculty

Reserves materials are housed behind the Circulation Desk on the first floor of the Pfau Library. In order to give the best service possible with a limited number of staff, the Circulation Department asks your cooperation in observing the procedures below.

### RESERVE MATERIALS REQUEST FORM

Requests to place materials on reserves must be submitted on a [Library Reserve Materials Request](#) form. No request will be accepted on other forms or by phone. For the convenience of your students, we suggest that your reserve request forms be typed.

PERSONAL COPIES of periodical articles, pamphlets and other non-book materials must be placed in folders and the titles, number of copies and loan period listed on the [Library Reserve Materials Request](#) form. The Library cannot accept responsibility for any borrower-caused damage to personal copies or for their loss. Reference books, periodicals and materials borrowed from other libraries cannot be placed on reserves.

Requests should be received in the Library 1-2 weeks before the start of a class. **Allow 72 hours for processing. Please take this into consideration when giving class assignments** All reserve materials are processed in order of the date and time of receipt, no exceptions. Items received/damaged during the quarter session will be returned to the faculty member for replacement. It will be your responsibility to replace these items if needed by students.

If you are planning to use Library books on your reserves list, make sure you place them on reserve before giving the list to your students. If the books are checked out, your class may have to wait as much as four weeks before this material is returned and placed on reserves.

Previous experience indicates that unrequired readings rarely circulate and that three personal copies per item are usually sufficient depending on class size. Items placed on permanent reserves will be reviewed for circulation frequency. You will be contacted if our records show little or no circulation activity for permanent reserves.

Materials not marked for the appropriate quarters will be removed at the end of the quarter.

Thank you in advance for your help and cooperation. If you have any questions about reserve procedures please contact the Circulation Department at extension 5090.

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## Reserve Policies for Non-CSUSB Students

Non-CSUSB students are limited to checkout the following items:

- Schools of Education
- Schools of Business
- WREE (Writing Requirements Entrance Exam)
- Collective Bargaining Agreement

To checkout these materials the Library will need to hold your current CDL until the items are returned. Materials will circulate for the assigned loan period only.

All other materials on Reserve will circulate only to currently enrolled CSUSB students who present their current OneCard.

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