# Library Policies

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Appropriate Behavior

Members of the campus community and guests can expect to be treated in a courteous and professional manner by Walter W. Stiern Library employees. In turn, patrons are expected to engage in behavior that does not interfere with student learning and that does not result in improper use of library facilities. CSUB is committed to creating and maintaining a safe working, learning, and social environment for all students, faculty, staff, and visitors which is free from violence, threats, intimidation, hostile acts, and disruptive behavior.

Aisles and walking spaces are to remain freely passable at all times. Sitting on the arms of chairs diminishes the appearance and structural integrity of the furniture therefore, it is not allowed.

Talking in the Library is allowed at low levels, but should not disturb others. The Dezember Reading Room and the 3rd and 4th floors are designated quiet areas.

CSUB has a zero tolerance for potentially violent or violent acts against any member of the campus community. Theft, attempted theft, or vandalism of any Library materials or property will be reported to Campus Police for appropriate action.

The use of tobacco products, including but not limited to cigarettes, cigars, smokeless tobacco, vapor, snuff and pipes is not permitted in the library building.

Skateboards, scooters, roller-skates/blurades and/or hover boards shall not be ridden or used within any building or parking lot including the Library. These items shall not be left unattended in the public areas of any building, including but not limited to hallways, stairwells, at or near any building entrance or exit. Failure to follow these regulations
Library Policies

May result in criminal action pursuant to California Vehicle Code Section 21113(f) and/or referral to the Office of Student Rights and Responsibilities.

Please report any disruptive activity or other problems to Library staff at the Check Out Desk on the main floor, or call Campus Police at Ext. 2111 from any phone in the Library.

Borrowing Policies

Circulating library materials may be checked out to currently enrolled CSUB students, CSUB staff, CSUB faculty, Emeriti CSUB faculty, cardholding community borrowers, and currently enrolled CSU students.

CSUB ID or appropriate community borrower cards are required for all transactions.

Student and Staff Borrowers Student Privileges

CSUB students and students of other CSUs who are currently enrolled in classes may check out materials at the Walter Stiern Library. CSUB students must have their CSUB ID cards for all transactions. CSU students must have their current CSU campus ID and proof of enrollment to qualify for checkout privileges.

Incompletes

CSUB students completing work towards an incomplete grade may request an extension of library privileges with a signed letter from their professor indicating the need for privileges and the term length of the extension.

Graduate Students

CSUB graduate students completing work towards a thesis, project, or culminating and/or comprehensive exam must adhere to the campus policy regarding Continuous Enrollment for Graduate Candidacy Standing" as per the current catalog.

"Graduate students who have been advanced to candidacy but have not completed the culminating experience (thesis, project, or comprehensive examination), may enroll in a special low-cost, 700-level, 0-unit course for the purpose of maintaining continuous enrollment at CSUB. The student will continue to register for this course each academic term until the culminating experience requirement for the master's degree is completed. Such students will then be allowed to use all university facilities, in particular the library."

Please contact Extended University (Monday - Friday 8 am to 5 pm) regarding enrollment. (661) 654-2441 Staff Privileges

Staff currently employed by the University as permanent or contracted temporary staff members with current CSUB staff I.D. cards enjoy the same check out privileges as students.
Library Policies

Student Loan Periods, Limits, Fines, and Fees

Renewals, Recalls, and Holds

Library materials, with the exception of listening and viewing media, course reserves, iPads, laptops and resource sharing items, may be renewed online or in person and are renewed for an additional 16 weeks per renewal request.

Students may renew some items twice online, and then they must bring the items back to the Library. Upon returning the items, they can be checked out again at the Check Out Desk as long as there are no outstanding requests for the item(s). Library materials are subject to recall after 2 weeks.

Course reserves may be renewed online or in person at the Check Out Desk if there are no outstanding holds for the item. Course reserves may be renewed up to 7 days before they must be returned to the Library. Upon being returned to the Check Out Desk, these items may be checked out again if there are no outstanding holds.

Students may place holds on materials which are currently checked out. The student to whom the item is checked out will be unable to renew this item in those instances.

Students may be referred to Resource Sharing to request items in high demand. Holds may not be placed on library materials or course reserves for a consecutive check out period if they are already checked out to the student requesting the hold.

For more information about renewing Resource Sharing items, please refer to the Resource Sharing page.

Fines and Fees

Overdue fines accrue regardless of whether or not the cardholder receives courtesy or overdue notices. CSUB staff and faculty are not charged overdue fines, but they are responsible for lost book replacement fees.

Keeping a course reserve past the time it is due, resulting in an unfilled hold request, will result in overdue fees. The maximum overdue fee for course reserves is applicable per week. Failure to renew or return a course reserve in 14 days will result in the assessment of lost item replacement fees for the reserve item. Refunds for lost reserve materials may not be issued once replacement materials have been ordered.

Failure to clear library obligations can result in a financial hold on your MyCSUB account preventing registration or the purchase of transcripts. The University routinely refers unpaid obligations to collections and/or the State Franchise Tax Board. If an account is sent to a collection agency or litigated, the patron may be required to pay additional costs of collection.
<table>
<thead>
<tr>
<th>Collection or Media Type</th>
<th>Student Privileges</th>
<th>Student Fines and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Books, First Year Experience, Cerro Cal, &amp; Multicultural Bestsellers &amp; Juvenile Government Documents (print &amp; CD) &amp; Software Big Books</td>
<td>16 weeks, no renewals</td>
<td>$0.15 per day per item</td>
</tr>
<tr>
<td>iPads &amp; Laptops</td>
<td>7 days</td>
<td>$10.00 per day</td>
</tr>
<tr>
<td>DVDS, Videos, &amp; Laser Discs</td>
<td>30 days, 2 item maximum</td>
<td>$1.00 per day per item</td>
</tr>
<tr>
<td>CDs, Audio Cassettes, &amp; LPs</td>
<td>30 days, 2 renewals, 10 item maximum</td>
<td>$1.00 per day per item</td>
</tr>
<tr>
<td>Course Reserves</td>
<td>2 hour (closed &amp; open), 24 hour, 3 day &amp; 7 day; closed reserves are available for in-Library use only.</td>
<td>$1.00 per hour per item for 2 &amp; 24 hour items; $1.00 per day for 3 &amp; 7 day items</td>
</tr>
<tr>
<td>Archives &amp; Special Collections</td>
<td>Do Not Circulate. In-Library use may be arranged by appointment with the Archives or Reference Services Coordinator.</td>
<td></td>
</tr>
</tbody>
</table>
# Library Policies

| Reference, Indicies, Atlases, & Law Maps Music Scores | Do Not Circulate. Copies or scans can be made in the 2nd Floor Copy Room |
| Periodicals (Journals, Magazines & Newspapers) Microform & Microfiche | Do Not Circulate. Copies or scans can be made in the 2nd Floor Copy Room or via the Microform Reader-Printers in the 2nd Floor Listening-Viewing Area. |
| Maximum total items per account: | 99 items to include up to 2 viewing media or 10 listening media. 1 course reserve item per class may be checked out at a time. |
| Maximum charges for circulating items: | $10.00 for overdue books, $25.00 for overdue viewing or listening media, course reserves, and iPad, $10.00 for unfilled course reserve requests, and lost items are billed at the greater of $60.00 or the cost of replacement plus a state-mandated service fee. |

## Cellular Phones

To avoid disrupting other Library patrons, talking on cellular phones is not allowed in the library. Talking on cell phones or headsets is not allowed in the stairwells or in any other area of the library.

## Community Borrowers

Members of the community may borrow books from the Walter W. Stiern Library by obtaining a Community Card for a fee. An application form can be obtained at the Check Out Desk.

## Qualifications and Fees
## Library Policies

<table>
<thead>
<tr>
<th>Patron category</th>
<th>Annual Fee</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Public</td>
<td>$50</td>
<td>Cards are mailed to verify address. Privileges will be available in 3 to 5 business days pending carrier service deliveries.</td>
</tr>
<tr>
<td>Teachers at regional elementary, junior high, and high schools</td>
<td>$35</td>
<td>Proof of employment is required. Acceptable verification includes, but is not limited to, valid CFA card, school issued ID card, name and department listing on the school website, or letter of appointment.</td>
</tr>
<tr>
<td>Regional state-funded Community College students</td>
<td>$25</td>
<td>Referral from community college library and valid college photo ID are required.</td>
</tr>
<tr>
<td>Designated high school students</td>
<td>$15</td>
<td>Referral from school library or school official and valid school photo ID are required.</td>
</tr>
<tr>
<td>Privileges are limited to designated Honors and AP students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members of the Alumni Association of any CSU campus</td>
<td>No Fee</td>
<td>Membership cards will be required to issue privileges.</td>
</tr>
<tr>
<td>Members of the 60+ Club</td>
<td>No Fee</td>
<td>Membership cards will be required to issue privileges.</td>
</tr>
<tr>
<td>Faculty spouses</td>
<td>No Fee</td>
<td>Membership cards will be required to issue privileges.</td>
</tr>
<tr>
<td>Retired CSUB faculty and staff</td>
<td>No Fee</td>
<td>Membership cards will be required to issue privileges.</td>
</tr>
<tr>
<td>Other persons associated with CSUB in some recognized capacity</td>
<td>No Fee</td>
<td>Membership cards will be required to issue privileges.</td>
</tr>
<tr>
<td>Some privileges will require verification and may not be issued until the following business day. Proof of status may include, but is not limited to, notification of retirement from CSUB Human Resources or notification via email or campus memo from faculty spouse.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicants must have photo identification showing their current address when requesting a Community Card. The Library accepts cash and check payments only for associated fees. Community Borrower cards are non-transferable.

### Community Borrower Loan Periods, Limits, Fines, and Fees

Community borrowers can check out a maximum of five circulating items with a loan period of four weeks. Library materials may be renewed once, for another four weeks, so long as they have not been requested by another borrower. Library materials are subject to recall after two weeks.

Books can be renewed in person or online [Book Renewal](#).
Library Policies

Listening and viewing media may be renewed online or in-person for either 2 hours or 7 days depending on the media type; see chart below.

Recalls, Holds, and Other Library Privileges

If a recall request has been placed on a book by CSUB faculty, staff or student, it is subject to immediate recall and can not be renewed.

Community Borrowers are not eligible for database, Resource Sharing, or Reserve check out privileges. Community Borrowers are also ineligible for hold or recall privileges.

Fines, Fees, and Card Renewals

Overdue fines accrue regardless of whether or not the cardholder receives courtesy or overdue notices.

Library privileges will be suspended when the borrower has three overdue books and/or $25.00 in fines. Community Borrower cards will not be renewed for patrons with unpaid fines or unreturned materials.

Failure to clear library obligations can result in a financial hold on your MyCSUB account preventing registration or the purchase of transcripts. The University routinely refers unpaid obligations to collections and/or the State Franchise Tax Board. If an account is sent to a collection agency or litigated, the patron may be required to pay additional costs of collection.

Sherry Bennett, Library Staff Manager, 661-654-3254
# Library Policies

<table>
<thead>
<tr>
<th>Collection or Media Type</th>
<th>Community Borrower Privileges</th>
<th>Community Borrower Fines and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Books, First Year Experience, Cerro Cal, &amp; Multicultural Bestsellers &amp; Juvenile Government Documents (print &amp; CD) &amp; Software Big Books</td>
<td>4 weeks, 1 renewal</td>
<td>$0.50 per day per item</td>
</tr>
<tr>
<td>DVDS, Videos, &amp; Laser Discs</td>
<td>2 hour in-Library use only, 2 item maximum</td>
<td>$1.00 per hour per item</td>
</tr>
<tr>
<td>CDs, Audio Cassettes, &amp; LPs</td>
<td>7 days, 2 renewals, 5 item maximum</td>
<td>$1.00 per day per item</td>
</tr>
<tr>
<td>Archives &amp; Special Collections</td>
<td>Do Not Circulate. In-Library use may be arranged by appointment with the Archives or Reference Services Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Reference, Indicies, Atlases, &amp; Law Maps Music Scores</td>
<td>Do Not Circulate. Copies and scans can be made in the 2nd Floor Copy Room</td>
<td></td>
</tr>
</tbody>
</table>
## Library Policies

<table>
<thead>
<tr>
<th>Periodicals (Journals, Magazines &amp; Newspapers)</th>
<th>Do Not Circulate. Copies and scans can be made in the 2nd Floor Copy Room or via the Microform Reader-Printers in the 2nd Floor Listening-Viewing Area.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microform &amp; Microfiche</td>
<td></td>
</tr>
<tr>
<td>Maximum total items per account:</td>
<td>5 items to include up to 2 viewing media or 5 listening media.</td>
</tr>
<tr>
<td>Maximum charges for circulating items:</td>
<td>$20.00 for overdue books, $25.00 for overdue viewing or listening media, and lost items are billed at the greater of $60.00 or the cost of replacement plus a state-mandated service fee.</td>
</tr>
</tbody>
</table>

## Computer & Database Access

Reference Computer Use. The Library provides computers in the Reference Area (Level 1) to support academic research. In order to optimize this resource for current CSUB users including students, faculty, and staff, workstation access requires individuals to login with their NetID. Guest accounts are available for two hour access per day on the reference area level 1 computers.

Guest Account Applications & Access. Guest account applicants must be in junior high or be older and have a photo ID. Photo ID is required at time of guest account application. Only one guest account is allowed per individual. Any fraudulent attempt to apply for multiple accounts, to provide inaccurate application information, or misuse computers outside these restrictions will result in loss of all access to CSUB Library computers and Library facilities. Library personnel have discretion at any time to limit or block guest account usage to insure optimal access for current CSUB users and to enforce CSUB acceptable use policies.

Guests are allowed a maximum of two hours of computer use per day, but current CSUB students, faculty, and staff have first priority in using the workstations. Immediate access may not be available for guest account users. If the network reaches set use levels or CSUB users are waiting, guest users will be logged off or asked to give up their workstations. Guest account access is not guaranteed.
Remote Access. All current CSUB users have remote access to library databases using their CSUB ID. Library databases are accessible by guest account users in the library but licensing agreements do not provide guest users with remote access.

Course Reserves
What are Course Reserves?
Course Reserves are books, CDs, DVDs, and other materials placed on reserve by professors at the Check Out Desk to support student access to course materials. Depending on the Instructor's preference, reserves can be checked out for 2 hours in Library use, 2 hours anywhere, 24 hours, 3 days, or 7 days.

Course Reserves Information for Faculty
Appropriate Materials

- Appropriate materials include library or faculty-owned books, videotapes, DVDs, Blu-rays, compact discs, solutions manuals or readers.
- Library-owned Reference books, periodicals, or other non-circulating items may not be placed on Reserve.
- Items borrowed through Resource Sharing may not be placed on Reserve.

Copyright Restrictions for Audiovisual materials

- Commercial videos, library owned videos or videos of classroom activities are allowed.
- Non-commercial videos, DVDs, and CDs recorded or downloaded (ex. YouTube, PBS, CNN, History Channel) containing copyrighted material are NOT acceptable without permission from the program's producer.
- CDs and commercially produced cassettes are acceptable.
- CDs and DVDs put on Course Reserve must be accompanied by a signed statement that the faculty member accepts responsibility for the content and for any damage or copyright violation resulting from their use.

Placing Items on Hard Copy Reserve

- All items placed on Hard Copy Reserve must be accompanied by the Hard Copy Reserves Request Form.
  - Separate forms must be submitted for each individual course.
  - For large Reserves reading lists (more than ten items), please submit a copy of the class syllabus along with the Request Form.
Library Policies

- Hard Copy Reserves items may be circulated for one of five checkout periods: 2-hour open, 2-hour closed (Library use only), 24-hour, 3-day, or 7-day.
- Identification stickers, barcodes, date/time slips and transparent tape will be placed on these items.
- Personal items placed on Reserves usually receive some wear, and occasionally are lost or stolen. The Library does not take responsibility for repairing or replacing damaged or lost personal materials placed on Reserves.
- Items placed on Hard Copy Reserves will remain on active reserve for the designated reserve duration, then returned to the instructor or Library collection from which they came.
- Personal materials will be returned to the instructor at the end of the current semester unless other arrangements have been made.

Hard Copy Course Reserve Request Forms

HardcopyReserveRequestForm2017.pdf

Computer Disc Responsibility Form

Paper copies of the form are available at the Library Check-out Desk

Course Reserves Information for Students

Course Reserve Check Out

- A Current CSUB ID is required for all reserve check outs.
- 2-hour closed reserves must be returned or renewed every two hours and do not leave the library.
- 2-hour open reserves must be returned or renewed every two hours and can leave the library.
- 24-hour reserves must be renewed daily, 24 hours from the time the item was checked out or when the library opens the following day if the item was due when the library was closed.
- 3-day reserves must be returned or renewed on the third day by the time of day it was last checked out or renewed.
- 7-day reserves must be returned to the check out desk on the seventh day by the time of day it was last checked out.
- All reserve materials must be returned to the check out desk every 7 days.
- All reserve materials are subject to holds.
- Reserve holds cannot be placed for items a patron currently has checked out.
- Reserve items with pending hold requests may not be renewed.
Library Policies

- To avoid unfilled hold requests and loss or damage to textbooks, the Library recommends instructors place all textbooks on 2-hour closed reserve.

Reserve Fines and Fees

- Keeping a reserve item past the time it is due will result in overdue fines and possible fees for unfilled hold requests.
- 2-hour and 24-hour reserves accrue overdue fines at a rate of $1.00 per hour to a maximum of $25.00 per item per week.
- 3-day and 7-day reserves accrue overdue fines at a rate of $1.00 per day to a maximum of $25.00 per item per week.
- Reserve items not returned within fifteen minutes of a hold request will be assessed a fee of $10.00 in addition to any overdue fines that may accrue.
- Items not renewed or returned for 21 days will be considered lost. Lost or damaged reserve items are billed to students and staff at current replacement cost plus a state-mandated processing fee. Once replacements for reserve items not owned by the library (i.e. a professor's personal copy) have been ordered, students and staff are ineligible for partial or full refunds if the item is returned.
- Students and staff with unpaid obligations will not be able to register or obtain transcripts.

Course Reserve Access Instructions:

Students will be able to access reserve lists from any computer connected to the internet.

**Step 1:** Go to the Library’s Home Page: [http://www.csusb.edu/library/](http://www.csusb.edu/library/)
**Step 2:** Click on “Course Reserves”
**Step 3:** Search for Reserves by Instructor name and/or course number

Students will still need to come to the Check Out Desk to borrow reserve items.

Troubleshooting Tips

- If your instructor told you that there are some reserved readings at the Library, but you can't find them through the Course Reserves link on the Library's Home Page, possible reasons might be:
- The course reserve items are still being processed.
- The Stiern Library no longer supports electronic reserves for course readings. The campus is using Blackboard as the central platform for course readings.
- If you have any other questions or problems, please contact the Check Out Desk at (661) 654-3172.
Library Policies

Contact Us

For additional information on reserves and questions on copyright compliance: Please contact Kristi Chavez at 661-654-3174 or email Kristi at kchavez4@csub.edu.

Distance Services

The Walter W. Stiern Library adheres to the Association of College and Research Libraries (ACRL) guideline that distance users should be provided equivalent research support and service as those who attend or teach school on-site.

Overview

The Walter W. Stiern Library has the goal of providing equivalent library support to distance learners and faculty. To this end, electronic journal databases, reference sources, reserve items, and 24/7 (Ask A Librarian) reference support are available via the Internet. In-person research and instruction assistance are available to off-site students and faculty through the Distance Services Librarian and through subject specialist librarians at the main campus. Distance students and instructors are provided electronic and print document delivery of in-house Stiern Library materials and Resource Sharing items. Services such as online book renewal and specialized research assistance may be obtained through the Library website.

Eligibility

Those eligible for distance Library services include:

- CSUB students who live outside of the 933 zip code
- CSUB faculty or CSUB Extended University Faculty teaching distance courses who are not concurrently teaching courses at the main campus
- CSUB staff employed at satellite locations

Fair Use Guidelines

The Four Factors of Fair Use

TITLE 17, CHAPTER 1, Sec. 107.
Sec. 107. - Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or
Library Policies

research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include -

(1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
(2) the nature of the copyrighted work;
(3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
(4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors

United States Copyright Office, Library of Congress

The best source of authoritative, up-to-date information on copyright legislation and trends in the market place.

Food & Beverage

- Food & beverages are allowed in the Library except for the following areas: computer/electronic areas, Dezember Reading Room, Special Collections and the labs in the lower level.
- Please keep food to a minimum. Large quantities of food or smelly/crumbley food should not be in the library. No party platters, pizzas, etc.
- Preferably, beverages should be in sturdy, reusable, reclosable, "spill-proof" containers to minimize damage to the library's resources, equipment and facilities.
- The delivery of food to the library is not allowed (with the exception of campus-authorized events).
- Dispose of any trash, preferably in the outside trash bins to minimize attracting pests or vermin.
- Take responsibility for your spills, crumbs or sticky tables and clean them up. A "spill kit" is available near the restrooms on each floor.
- Please report any additional mess you see to library personnel immediately so the spill can be cleaned as quickly as possible.

This is your library and we are all responsible for keeping the building clean and pleasant. Please respect this policy and help us ensure full use and enjoyment of our resources, equipment and facilities for current and future users.
Gifts
The Walter W. Stiern Library welcomes donations of books and other materials. Any donated item must support the University's curriculum. The Library will only accept items provided without conditions. Librarians will screen all donated materials from their subject areas to determine whether they meet the Library's collection criteria. The Library retains the right to dispose of donated materials. The Library accepts monetary gifts through the Stiern Library Associates. Monies are used to purchase library resources based on appropriate selection criteria.

Disposition
Material not wanted by the Library may be offered for sale within the Library or donated to another library, state facility, or charitable organization, or discarded.

Books
Any donated book must support the University's curriculum. Textbooks or self-published books are ordinarily not added to the collection. Duplicates may be added if the Library copy is checked out, in mending, missing or on Reserve, or the title is one for which multiple copies are judged useful. If the Library has an earlier edition, a later gift edition may replace it.

Periodical Gift Subscriptions
Gift subscriptions for a specified period to come directly to the Library may be accepted, if useful. When these espouse a particular point of view, the Library must have opposing material for balance. Accepting a direct gift subscription in no way assures a paid renewal by the Library when the gift expires. The Library does not accept personal gift subscriptions when the donor wants to read the issues first and then send them to the Library.

Periodical Backruns
The Library will accept periodical backruns for which it has no current subscription, only if the donation is complete and covers a significant period of time. A periodical backrun will also be accepted if it fills gaps in a run of materials to which the Library currently subscribes. Normally, duplicate issues will not be accepted or added.

Faculty Authors Collection
A faculty-authored book that is donated to the Library will be added to the Faculty Authors Collection.

Interlibrary Loan
CSUB Library Patron Borrowing Policies
Library Policies

Eligibility - Interlibrary Loan Services are available only to currently enrolled California State University students; California State University, Bakersfield faculty members or emeritus faculty members; and CSUB staff members. Patrons with unpaid Interlibrary Loan fees or fines will not be eligible to use the service.

Registration - All patrons will be required to register for Interlibrary Loan Service and establish an Interlibrary Loan account to use the service.

Materials - Research materials not accessible in the Walter W. Stiern Library or through its electronic resources can be requested. Items held by Stiern Library that are missing, checked out, or damaged beyond a patron's ability to use the item may also be requested.

Fines - Overdue fines accrue at a rate of one dollar per day. The fines apply to all patrons, including faculty.

Charges - Photocopies of articles, electronic copies of articles, and other copies of portions of monographs or periodicals are normally free to patrons. If a direct copyright royalty is required for an item, the patron will be asked to pay half the cost (see "Copyright Clearance," below). Books and other returnable items borrowed from other CSU libraries or from reciprocal libraries are free to patrons. For returnable materials borrowed from non-reciprocating libraries, the patron will be asked to pay half the shipping cost. The patron is responsible for paying his portion of the shipping cost, whether or not he picks up the book from Interlibrary Loan.

Copyright Clearance - Copyright law does not specifically limit the number of photocopies that a library may receive from a publication through interlibrary borrowing. However, under guidelines established in 1978 by the National Commission on New Technological Uses of Copyrighted Materials, the copying of materials is subject to copyright restriction if a library obtains more than five copies of items published within the previous five years contained in a single publication; or if a library obtains more than five copies of items from a single publication within a single year. (See CONTU Guidelines, Subsection 108 (g) (2)). The CSUB Interlibrary Loan Department makes every effort to comply with the CONTU guidelines. If a publication has been the subject of a request for photocopies and has exceeded the limits established in the guidelines, the staff will either attempt obtain the item through a document delivery service or pay a royalty directly to the copyright owner. On occasion, copyright cannot be cleared and the request cannot be filled.

Free materials - Patrons have the option of limiting their requests to free items only. Such a request will be honored, although it may limit the staff's ability to obtain the item.
Library Policies

Electronic Ordering- All patrons must use the electronic form to order materials. If a patron is for any reason unable to use the electronic form because of a physical disability, a staff member will provide assistance by phone, TDD, or email.

Number of items- Patrons may order as many items as they wish, but only three per day per patron will be processed.

Handicapped Patrons- The Interlibrary Loan Department is committed to ensuring that all patrons have access to our services. If for any reason, a patron needs special assistance with his or her request, he should call 654-2129.

CSUB Lending Policies to Other Institutions

Acceptable Methods of Request- OCLC Interlibrary Loan is the preferred method. ALA forms and FAX requests are acceptable if OCLC is not possible.

Charges:

<table>
<thead>
<tr>
<th>Type of Library</th>
<th>Loan Fee</th>
<th>Tax included in loan fee</th>
<th>Copy Fee</th>
<th>Tax included in copy fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Public Library</td>
<td>No charge</td>
<td>Yes</td>
<td>No charge</td>
<td>No</td>
</tr>
<tr>
<td>Other California Libraries (except corporate)</td>
<td>Reciprocal</td>
<td>Yes</td>
<td>Reciprocal</td>
<td>No</td>
</tr>
<tr>
<td>Out-of-State Libraries</td>
<td>Reciprocal</td>
<td>Yes</td>
<td>Reciprocal</td>
<td>No</td>
</tr>
<tr>
<td>Corporate Libraries</td>
<td>$15.00</td>
<td>Yes</td>
<td>$15.00</td>
<td>No</td>
</tr>
</tbody>
</table>

Excluded materials: The following item types are not lent: audio/visual, computer file, e-serial, bound Serial, unbound serial, e-book.

Loan period: 30 days

Renewals: 14 days

Currency: US Dollar only.

Reciprocal Agreement: Walter W. Stiern Library maintains reciprocal agreements with institutions in the United States.

iPads & Laptops

iPads and Laptops are available to currently enrolled CSUB students who have a current student ID card and Net ID. Only one iPad or laptop can be checked out at a
Library Policies

time for a period of 7 days and on a first come, first serve basis. Depending on the wait list, items can only be renewed in person. User is responsible for damage, loss and/or theft of the device. There is an $840.00 charge for iPads and $1000.00 charge for laptops that are damaged or lost plus a $10 processing fee. Additional fees and/or fines will be charged for any lost or damaged accessories (bags, cables, chargers). Fines are charged at $10 per day for late fees. All data (files, apps, documents) will be permanently erased and replaced with the standard preloaded data when the device is returned to the library. The library is not responsible for any data that you added or saved. Library staff and student will ensure the device is in proper operating condition upon check out/in.

Internet Access

Guest accounts are available to eligible community users for limited access to the internet from the computers available in the library’s reference area on the main floor. Guest accounts will be deactivated on or about December 30 each year and community users will need to resubmit applications at the reference desk at that time. The Stiern Library does not screen for content nor does it censor material which is available over the Internet. All CSUB students, faculty, and staff as well as guest account users must abide by all federal and state laws, library policies, and CSU/CSUB acceptable use policies. CSU/CSUB policies are available at:

http://www.csub.edu/its/
and
http://www.csub.edu/library/policies.shtml

Students and Faculty From other CSUs

Currently enrolled students and faculty from other CSU campuses have full CSUB check out privileges. A current CSU identification card must be presented to receive such services. Students from other CSU campuses must also have proof of current enrollment.

Library Use

The Trustees of The California State University provide library facilities and funding for library programs to support the educational mission of the University. Any incidental use by the public may not interfere with that mission and is subject to the capacity of the Stiern Library to support public use.

Lost and Found

Items can be turned over to library personnel. Lost items held by the Library can be reclaimed at the Check-Out desk. Periodically, unclaimed items are turned over to campus police. Unclaimed books are either added to the library collection or sold at the
Library Policies

end of the semester. Unclaimed CSUB Runner identification cards are turned over to the CSUB ID office.

Off-campus Group Tour/Orientation
Whenever possible, off-campus groups should be encouraged to come for tours or orientations during quarter breaks and slower times during the quarter. Groups must have at least one teacher or adult supervisor per ten students. If a lab is available and there is a librarian (preferably the subject liaison) available to give an orientation, arrangements will be made by the librarian. The librarian will make the determination about the size of the group and how to manage the number of students in the library at any one time. The computer guest account and community borrower policies will be explained to the teacher and students prior to their coming for the tour/orientation.

Smoking and Tobacco Use
Smoking, the use of tobacco, or the use of any artificial smoking device or nicotine ingestion system that emits a vapor is forbidden in Walter Stiern Library. This ban includes but is not limited to chewing tobacco, snuff, snus, cigarettes, cigars, pipes, hookah, e-cigarettes, and any vapor producing product that mimics the process of tobacco smoking. Smoking is restricted to designated smoking areas on the CSUB campus.

Students with Disabilities
The Walter W. Stiern Library is committed to offering all users equal access to Library programs, services and collections. The Library offers the following services for users with disabilities:

ACCESS. Various tables, carrels, and other equipment designed for special access are located throughout the Stiern Library building and are identified with the universal blue logo. Students needing to use adaptive equipment have priority. If others are using this equipment or room, the student may contact the Check-Out Desk staff who will ask the other users to relinquish the room.

BUILDING ACCESS. The Lower Level, southwest door, is accessible to users with special needs. Eligible students may contact Disability Services to request a card for this entrance. Disabled community users may access the Library by ringing the southwest door bell for assistance. When exiting the Library, disabled community users should alert someone at the Check-Out Desk to activate the southwest door. Public access is not available via the northeast door (Receiving area).

ASSISTIVE DEVICES. Room 413 (Fourth Level) has CCTV and Kurzweil Reading machines available for persons requiring screen enlargement. A telecommunication
Library Policies

device for the deaf (TDD) is available at the Reference Desk. Screen enlargement for the Library’s electronic reference computers is also available.

Students requiring training in the use of adaptive equipment, please contact Disability Services, Student Administration, 654-3360. Their office hours are: Monday through Friday, 8 a.m. to 5 p.m. Specialized training is available by appointment.

**STAFF ASSISTANCE.** Ask at the Check-Out Desk or Reference Desk, if you would like assistance.

**Signs & Signage**
In order to have consistency, uniformity and aesthetic appeal throughout the Walter W. Stiern Library:

- Signs must be computer generated and printed, no handwritten signs.
- Signs must be approved by the Dean of the Library’s office before posting.
- Signs must be inside of an approved frame, holder or carrier.
- No tapping or stapling of signs over frames, on walls or windows.
- Signs do not need to be inside of an approved frame if they cover an entire window.

Please contact the Library Dean’s office for an approved frame or if you have any questions. 661-654-3042

**Study Rooms**
The Walter W. Stiern Library offers Individual and Group Study Rooms for enhanced Library research and study exclusively to the CSUB University community. These rooms are in addition to several hundred open table and carrel study spaces. These rooms may not be used as classrooms or faculty offices. Technology issues should be referred to User Support or the Student Help Desk, Library staff do not provide administrative support.

**Individual Study Rooms**
Individual Study Rooms are available to currently registered CSUB Graduate students, Senior level students and Faculty. Persons requesting a room must demonstrate a need to have access to Library materials to support a research project. When requesting an Individual Study Room, the applicant must submit a brief written description of the project including the expected date of completion.

[Download Application form in fillable Word format](#)
You are encouraged to fill out the form electronically. You can use your mouse or the "Tab" key to move from one field to another. Please print out the completed application, sign it, and submit to the Dean of Libraries, WSL 111, or fax to 661-654-3238. Print copies of application forms are available at the Library’s Check Out Desk and the
Library Policies

Reference Desk. A refundable key deposit fee of $30 must be paid to the Cashiers Office before keys can be issued to students.

General guidelines:

- Smoking and inappropriate behavior are not permitted and will result in loss of use of room.
- Library furniture can not be removed or traded for other furniture. Non-Library furniture is not allowed.
- Wall hangings (e.g. pictures, tapestries, etc.) and window coverings are not permitted.

Library materials properly checked out may be kept in the room, however noncirculating materials (such as periodicals) must be returned to the Library's shelves immediately after use. Noncirculating Library materials and items not checked out will be removed by Library staff. Library staff routinely check all Individual Study rooms.

The Library is not responsible for any property left in the room. The room should be kept locked at all times.

Group Study Rooms

The 23 group study rooms in the Stiern Library are for the exclusive use of CSUB students when classes are in session. Group use has priority over individual use and the rooms may not be reserved. The 7 small study rooms on the 3rd floor should be used by no more than 3 students at a time.

General guidelines:

- Smoking and inappropriate behavior are not permitted and will result in loss of use of room.
- These rooms are for Library-related use only. Rooms may not be used for student organization meetings, faculty meetings, or as regular classrooms.
- Furniture in these rooms must not be removed or traded for other Library equipment or furniture. Non-Library furniture is not allowed.
- Radios, tape players, and televisions may not be used in these rooms unless in conjunction with the Library's Media Service.

Thesis

Master's Theses or Projects General Information/Guidelines
Library Policies

Unattended Children
Children under age 14 must be supervised at all times. University Police may be asked to assist in locating parents/guardians of unattended children.

Do not expect the Library to supervise or oversee the activities of a minor child.

Parents, guardians or adult care givers are responsible for any act of vandalism by a minor including, but not limited to, cutting, tearing, defacing, or destroying books, periodicals, equipment, furniture or any part of the Library facility.

Volunteer
The Walter Stiern Library welcomes volunteers.

Student and community volunteer applicants should be directed the Dean of Libraries office. The secretary will take down contact information and provide it to the Library Volunteer Coordinator. The volunteer coordinator will interview and assign these volunteers to jobs.

Wireless Access
Only registered CSU students and employees may access this wireless network.