Contents

Appropriate Behavior ........................................................................................................................................ 3

Borrowing Policies ........................................................................................................................................ 4
  Student, Staff and Faculty Privileges ........................................................................................................ 4
  Graduate Students ..................................................................................................................................... 4
  Incompletes ................................................................................................................................................ 4
  Student Loan Periods, Limits, Fines, Fees ................................................................................................. 4
  Fines and Fees .......................................................................................................................................... 5

Cellular Phones ............................................................................................................................................ 5

Community Borrowers .................................................................................................................................. 6

Computer & Database Access ........................................................................................................................ 7

Course Reserves ........................................................................................................................................... 7
  What are Course Reserves? ....................................................................................................................... 7

Course Reserves Information for Faculty ..................................................................................................... 7
  Appropriate Materials ............................................................................................................................... 7
  Copyright Restrictions for Audiovisual materials .................................................................................... 7
  Placing Items on Course Reserve ............................................................................................................. 8
  Course Reserve Request Forms ................................................................................................................ 8

Course Reserves Information for Students .................................................................................................. 8
  Course Reserve Check Out ........................................................................................................................ 8
  Reserve Fines and Fees ............................................................................................................................. 8

Distance Services .......................................................................................................................................... 9

Guest Account Applications & Access ......................................................................................................... 10

Fair Use Guidelines ...................................................................................................................................... 10
  The Four Factors of Fair Use .................................................................................................................... 10

Food & Beverage ........................................................................................................................................... 11

Gifts ................................................................................................................................................................. 11

Interlibrary Loan .......................................................................................................................................... 12

iPads & Laptops .......................................................................................................................................... 13

Internet, Wireless/WiFi Access & Printing .................................................................................................... 14

Library Use .................................................................................................................................................... 14

Lost and Found ............................................................................................................................................ 14
Library Policies

Off-campus Group Tour/Orientation ........................................................................................................ 14

Signs and Signage ..................................................................................................................................... 15

Smoking and Tobacco Use .......................................................................................................................... 15

Students with Disabilities ........................................................................................................................... 15

Study Rooms............................................................................................................................................... 16
  Group Study Rooms ................................................................................................................................ 17

Study Zones ............................................................................................................................................... 17

Thesis  CSUB Master's Theses or Project Information & Guidelines .............................................................. 17

Volunteers .................................................................................................................................................. 17

Unattended Children .................................................................................................................................. 18

Web Services .............................................................................................................................................. 18
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 December 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.

Shirts, shoes and pants/bottoms must be worn at all times when in the library.

Skateboards, scooters, roller-skates/blades 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 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

Student, Staff and Faculty Privileges
Currently enrolled or employed CSUB & CSU students, staff and faculty and emeriti may check-out circulating materials from the Walter Stiern Library. They must have their CSUB/CSU ID cards for all transactions. Both employees that are permanent or contracted temporary staff or faculty may check-out materials.

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, 7000-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

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.

Student Loan Periods, Limits, Fines, Fees

Renewals, Recalls, and Holds
Library materials may not be renewed.

Course reserves may not be renewed online or in person. Upon being returned to the Check-Out Desk, these items may be checked out again if there are no outstanding holds and after a 15-minute waiting period.

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.
Library Policies

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 on some materials 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.

For more details regarding borrowing privileges, fines and fees please visit this website: http://csub.libguides.com/library/borrowing

Cellular Phones

To avoid disrupting other Library patrons, talking on cellular phones is not allowed in certain areas of the library. Please see the study zone areas to determine appropriate areas for cell phone conversations. Talking on cell phones or headsets is not allowed in the stairwells or in any of the silent areas 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. 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. 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. 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.

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.

For more details regarding community borrowing privileges, fines and fees please visit this website: http://csub.libguides.com/library/borrowing
Library Policies

Computer & Database Access

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.

All current CSUB users have remote access to library databases using their NetID. 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

- 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.
Library Policies

Placing Items on Course Reserve

- All items placed on Course Reserve must be accompanied by the Course 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.
- Reserve 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 Reserve 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.

Course Reserve Request Forms

HardcopyReserveRequestForm2017.pdf

Computer Disc Responsibility Form

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 on time and do not leave the library.
- 2-hour, 3-day and 7-day open reserves must be returned on time and can leave the library.
- 24-hour reserves must be returned on time and can leave the library. The item must be returned 24 hours from the time it was checked out or when the library opens the following day if the item was due when the library was closed.

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.

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
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.

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 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/crumble 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

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.

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. These fees apply whether or not the Interlibrary Loan materials are picked up.

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.

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.

Number of items- Patrons may order as many items as they wish, at least 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. Special needs patrons requiring assistance should call 654-2129.

CSUB Lending Policies to Other Institutions

Acceptable Methods of Request- OCLC Interlibrary Loan is the preferred method. ALA forms, emails 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 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 a $500.00 charge for iPads and $1200.00 charge 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). Late fees are $5 per day for each device or charger. 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, Wireless/WiFi Access & Printing

Guests and CSU users may access computers to use the Internet and to print. 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 on the [ITS page](#). Only current CSU students and employees may access the wireless network. We currently do not offer wireless printing. For more information about WiFi access please visit the [ITS page](#).

### 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 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.
Library Policies

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

- Must be computer generated and printed, no handwritten signs.
- Approved by the Dean of the Library’s office before posting.
- 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

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. The CSUB campus is smoke-free and tobacco-free.

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 doorbell 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 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.

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.

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

General guidelines:

- Smoking and inappropriate behavior are not permitted and will result in loss of use of room. Lights must always remain on.
- 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. These rooms may not be used as classrooms or faculty offices. Group study rooms are available to groups of two or more CSUB students on a first-come first-serve basis. No one individual may hold a large group study room while waiting for their group to arrive. While individuals may not hold a room while waiting for their group, individuals may use a small group study until a group is waiting to use it, at that point, groups have priority. Group rooms may not be reserved at this time. The 7 small study rooms on the 3rd floor are to be used by no more than 3 students at a time. The larger study rooms hold 6-8 people. Please refer to signage in each room for maximum occupancy.

General guidelines:

- Smoking and inappropriate behavior are not permitted and will result in loss of use of room. Lights must always remain on.
- These rooms are for Library-related use only. Rooms may not be used for student organization meetings, faculty meetings, or as regular classrooms.
- Rooms left unattended will be forfeited and given to the next available group. Personal belongs may be removed by library staff but are not the responsibility of the library. It is never advised to leave your belongings unattended in any location of the library.
- 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.

Study Zones
To accommodate appropriate types of study in the library, please use the following study zones:
Collaborative Study – Group study areas where inside voices may be used.
Quiet Study – Quiet areas where you may whisper if needed.
Silent Study – Silent areas where you may study in peace.
Please find library maps with color coded study zones on the maps page.

Thesis
CSUB Master's Theses or Project Information & Guidelines

Volunteers
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 who will interview and assign volunteers to jobs.
**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.

**Web Services**
The purpose of the University Library Website is to support the overall mission of the University Library by supporting the teaching, learning, research, and information needs of the University community. The University Library Website achieves this purpose by:

- Providing electronic access to library-subscribed resources and collections
- Providing access to instructional materials to accommodate diverse learning styles
- Providing electronic access to library resources and services that support remote users
- Providing information about events, activities, and programs of University Library
- Creating and monitoring the web materials in compliance with ADA requirement, software/system compatibility issues, and campus policies and/or standards

The Library Web Committee will be responsible for utilizing technology to maintain and improve the overall instructional capability and functionality of the library’s website.