

CSUSB Faculty Check-Out Policies

Can I renew the items I have checked out?

Yes, you are allowed one renewal per item unless there is a hold on it. Renew items online via My Library Account, or in person at the Check-Out Desk.

Can I check out library materials from other libraries?

Your Coyote OneCard is good at all CSU libraries. For other libraries, please contact them to find out what their policy is.

Can I check out a laptop or iPad?

The laptops and iPads available in the Hixon Information Resource Center were purchased with Vital Technology grant dollars and are for student use only. Please contact the Information Technology department if you require a laptop for your own use.

Loan Periods by Type of Material

- Books: 6 months (full-time faculty), 3 months (part-time or emeritus)
- DVDs, Blu-Rays, etc.: 1 week, limit of 5 total which may include 1 boxed set (faculty may request an extension of a week)

Overdue Fees

- Lost or damaged materials: cost of repair or replacement plus \$20 service charge per item.

Placing a Hold or a Recall

Is the book you need already checked out? Place a hold (anytime) or recall (after 28 days) in person at the Check-Out Desk on the first floor, or online through the Pfau Library Catalog. We will notify you via email when it is returned. Another solution that may be faster is to request the book through our Interlibrary Loan service.