

CSUSB Students & Staff Check-Out Policies

Can I renew the items I check out?

Yes, you are allowed two renewals 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.

Loan Periods by Type of Material

- Books: 28 days
- Course Reserves: Varies from 1 hour to 2 weeks
- Laptops: 4 hours
- iPads: 4 hours

Overdue Fees

- Books: \$0.25 per day, per item; maximum of \$10 per item.
- Course Reserves: \$2 per hour, per item; maximum of \$25 per item.
- Laptops: \$10 per hour, per item; maximum of \$480 per item.

Lost or Damaged Fees

- Cost of repair or replacement plus \$20 service charge per book.
- Laptops: up to \$1,300 for laptops, \$40 for Kensington locks, \$80 for power chargers
- iPads: replacement fee of \$525

In addition to the regularly assessed fines, after a Course Reserve item is one week overdue it will be considered lost and the patron will be assessed the following charges: Replacement cost + appropriate service charge; in addition, all check-out services will be suspended, and the patron's record will be blocked for registration.