Access to Library & Library Resources

CSU Students & Staff Members:

- should use their valid CSU ID card at the library gate to enter the library.
- can use their CSU ID to check out library materials or make copies.
- can access library online resources remotely.
- are allowed to request up to 10 items at any time.
- have a 4 week loan period for books, and 1 week for CDs, DVDs, and videos (Education Resource Center has slightly different loan policy).
- can renew each book three times.
- are allowed to renew CDs, DVDs and videos only one time.
  - no renewal for Black Studies books.
- have interlibrary loan privilege.
  - books owned by other libraries but received through interlibrary loan at the CSU Library are subject to the loan and renewal policies of the lending institution.
- can use any computer throughout the library by signing in with a valid CSU email account and password at the STAR Help Desk (1st fl.), Reference Desk (2nd fl.), or 3rd fl. Education Resource Center Information Desk.

CSU Faculty & Administrators:

- should use their valid CSU ID card at the library gate to enter the library.
- can use their University ID to check out library materials or make copies.
- can access library online resources remotely
- are allowed to request up to 10 items at any time.
- have a 16 week loan period for books, and 2 weeks for CDs, DVDs, videos (Education Resource Center has slightly different loan policy).
- can renew each book three times.
- are allowed to renew CDs, DVDs and video only one time.
  - no Black Studies renewal.
- have interlibrary loan privileges.
- can use any public computer throughout the library by signing in with a valid CSU email account and password at the STAR Help Desk (1st fl.), Reference Desk (2nd fl.) or 3rd fl. Education Resource Center Information Desk.

CSU Alumni:

- should register at the Library Security Desk with their valid CSU Alumni ID card
- can use any public computer throughout the library by signing in with a valid CSU email account and password at the STAR Help Desk (1st fl.), Reference Desk (2nd fl.), or 3rd fl. Education Resource Center Information Desk.
- have student borrowing privileges, but:
  - Do not have access to library online resources remotely.
  - have no black studies borrowing privilege.
  - have no Interlibrary Loan privileges.
CSU Emeritus Faculty:

- should register at the Library Security Desk with their ID card.
- can use any public computer throughout the library being signing in with a valid CSU email account and password at the STAR Help Desk (1st fl.), Reference Desk (2nd fl.), or 3rd fl. Education Resource Center Information Desk.
- have faculty privileges

CSU Volunteer:

- should register at the Library Security Desk with their ID card.
- can use any public computer throughout the library by signing in with a valid CSU email account and password at the STAR Help Desk (1st fl.), Reference Desk (2nd fl.), or 3rd fl. Education Resource Center Information Desk.
- Do not have access to library online resources remotely.
- have student borrowing privileges, but:
  - have no black studies borrowing privilege.
  - have no Interlibrary Loan privileges.

I-Share students:

- should register at the Security Desk with their university ID card.
- should be directed by Security to the STAR Help Desk (1st fl.) or Reference Desk (2nd fl.) for log in as “I-Share student” to use public computers.
- do not have access to library online resources remotely.
- can use their library cards to check out materials at the Circulation Desk.
- have students privileges.
  - no Black Studies borrowing privilege.
- can use our public computers and our databases on-site.

Other residents:

- should register at the Security Desk.
- should be directed by the Security to the STAR Help Desk (1st fl.) for further help and sign in.
- can use “Guest Workstations” on the designated area on first come basis.
- guest computers restricted to 8 PC workstations on the 1st fl.
- can only borrow materials through their own library, usually their public library.
- have a 60-minute computer use time limit.
- do not have access to library online resources remotely.

Children

- no children should be left unattended. Children should remain with the adults accompanying them.