

*Student Guide
to the
Oviatt Library*

<http://library.csun.edu>

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Student Guide to the Oviatt Library

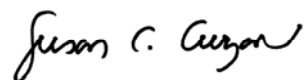
2007 – 2008

Dear Students:

This student guide provides you with a blueprint to the rich resources and diverse services offered by the Library. It contains important information about your borrowing privileges; about requesting document delivery; accessing electronic databases; locating books and other materials; borrowing items from other libraries; and finding the locations of the Library's computer labs and service areas.

Of course, the Library's collection constantly grows and electronic information changes rapidly. Be sure to check our website at <http://library.csun.edu> for the latest information. As always, we appreciate your comments and suggestions. Please feel free to email me at susan.curzon@csun.edu.

Sincerely,



***Susan C. Curzon, Ph.D.
Dean, Oviatt Library***

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Student Library Services & Collections A-Z

Automated Storage & Retrieval System (AS/RS)

Low-use items, including microforms and most pre-1990 periodicals, are stored in the Automated Storage & Retrieval System (AS/RS), located in the Library's east wing. These materials can be requested directly from a Library computer workstation by Library cardholders. Patrons without a Library card may request stored items at the Circulation Desk. The AS/RS system will automatically retrieve your requested material, usually within 10 minutes of your order. Most materials will be delivered to the Circulation desk or the Music & Media service desk, second floor, east wing; periodicals and microforms will be delivered to the Reserves, Periodicals & Microform service desk, fourth floor, east wing.

Catalog of Library Resources

The Oviatt Library's online catalog is accessed through computer workstations at various locations within the Library. Books, periodical titles, and other materials can be looked up by author, title, subject heading, keyword or call number. Instructions are available on the computer screens and on instruction sheets near the terminals. The catalog is also available from any on- or off-campus computer connected to the Internet through the Library's web site: <http://library.csun.edu>.

Circulation/Check-out Services

Check-out

You may check out circulating Library material at the various service desks located in the Library. Present the material and your current Library card to the Circulation Assistant. Your current Library card is always required to check out materials. The loan period for most borrowers is two weeks. The number of items that students may check out is limited. Graduate students may check out 30 items, undergraduates, 20 items. Students may not check out periodicals. In order to avoid overdue fines, please check on limits that may apply to you at the Circulation Fines Desk or by calling **(818) 677-2274**. You may also see your patron record, including a list of items you have checked out, by using the Library's online catalog. Go to <http://suncat.csun.edu/patroninfo.html> for more information.

Photo I.D.

All students must obtain a Campus Services Photo I.D. Card before they may check out any Library materials. Your Photo I.D. card serves as your Library Card. Cards may be obtained at the Student Financial Services Office during normal business hours (call **(818) 677-2318** for times). When Financial Services is closed, photo I.D. cards may also be obtained at the Library during our evening and weekend hours of operation (see posted schedule). To obtain a card, you must have an additional government issued I.D. (such as a valid drivers license, a DMV I.D. card, or a passport) and pay a fee of \$5.00. Go to http://library.csun.edu/Library_Services/photoid.html for additional information.

Renewals

Student renewals are permitted, but limited. You can renew your Library materials online by calling up your patron record in the Library's online catalog. You may also renew materials in person at the Circulation Desk, by using our web form at http://library.csun.edu/Library_Services/renewal.html, or by calling **(818) 677-4745**. Undergraduates may renew items 3 times each; graduate students may renew items 5 times each. Once you have renewed an item the maximum number of times, you must return it. Overdue materials, or materials on hold for other users, cannot be renewed. Reserve materials cannot be renewed over the phone or online.

Returning Library Materials

Circulated items from the main collection may be returned at the book chute located at the end of the Circulation Desk, through the 24-hour book chute on the outside wall just east of the Oviatt's front entrance, or at any of the Library book drops on campus:

Three book drops are on the west side of campus:

- Business School complex, just to the north of the Noski Auditorium, near the corner of Plummer and West University Drive (Etiwanda).
- Jacaranda Walk near the intersection with West University Drive, between Education and Student Services.
- On West University Drive across from Parking Lot B2, near Music (Nordhoff Hall).

One book drop is on the east side of campus:

- Parking Lot G4, on the east side of East University Drive, opposite the Student Union.

Additional book drops will be placed on campus during 2007-2008. Please check our web site for new locations.

Note: Materials checked out from service points other than the main circulation desk, such as Reserves, Periodicals & Microform, Music & Media, and the Teacher Curriculum Center (TCC), must be returned directly to those units, not deposited in the book chutes or drops. This will prevent unnecessary late fees and avoid exposing these items to damage.

Self-Checkout

The Library offers self-checkout of Library materials. The self-checkout area is located at the main circulation counter, 1st floor lobby.

The Collection

The Oviatt Library's extensive collection supports the instructional and research needs of our faculty and students. It has a physical collection containing 1.35 million volumes, of which over one million are books, and over 245,000 bound periodical volumes. The Library subscribes to 28,000 online journals, nearly 1,800 print journals, 200 online databases and nearly 13,500 eBooks. The microform collection contains 1.35 million pieces. There are over 12,500 sound recordings, 10,000 film and video recordings and nearly 60,000 pictures and other graphic materials. The archives and manuscript collection exceeds 4,100 linear feet of materials.

Computers in the Library

Collaboratory / Sierra Hall Open Student Computer Labs

A large number of computer workstations providing access to the Library's electronic resources, plus a wide array of personal productivity software (e.g. Microsoft Office), are available in the Collaboratory, third floor, east wing. Printing is also available with the use of a value-added debit card. Debit cards may be purchased in \$5 to \$20 denominations at the West Coast Copy office, Oviatt 111D, and from the first floor, Reference Area, and third floor, east wing vending machines. **(See Imaging, Photocopying & Printing Services).** The Collaboratory's hours correspond to the Library's hours of operation.

In addition to the Collaboratory, the Library operates a student computer lab in Sierra Hall 392. Go to http://library.csun.edu/Library_Services/openlabs.html for hours of operation.

***Note: Computers in the Collaboratory and the Sierra Hall Lab may only be used by CSUN students, and require a CSUN campus account for login.**

Computer Supplies

Computer supplies can be purchased from a dispenser located in the Collaboratory, third floor, east wing, or from the West Coast Copy office (Oviatt 111D) located at the rear of the first floor, east side.

Computer Workstations & Instructional Labs

Computer workstations are available to access the online catalog, Library electronic resources, and the Internet. Most workstations are located in the Reference Room, first floor, central core and the Collaboratory, third floor, east wing. There are three Library instructional labs, all on the first floor: Lab

A (Room 113) is located at the east end of the Reference Room, while Labs B (Room 169) and C (Room 168) are in the West Wing. There are also other workstations scattered throughout the Oviatt Library. In addition, Labs A, B and C workstations are available for students to use individually when Library Information Research Instruction classes are not in session.

Laptop Computers & Wireless Cards

Laptop computers, equipped for wireless Internet connectivity, and wireless computer cards are available for checkout by CSUN students at the Collaboratory, 3rd floor, east wing. Students must have a CSUN Photo I.D. Card to check out laptops and computer cards. The laptops and cards may be checked out for 2 hours by undergraduate students and 4 hours by graduate students.

Wireless Computer Networking

The Oviatt Library building is equipped to permit wireless computer networking. For requirements needed to connect your computer go to <http://www.csun.edu/wireless/>, contact IT's Help Desk at **(818) 677-1400**, or visit IT's walk-in Technical Help Center located in Oviatt Room 29. It is open Monday-Friday, 7 a.m. to 7 p.m. For wireless equipment checkout see ***Laptop Computers & Wireless Cards*** above.

Disabled Persons

The Library has equipped four assistive technology rooms (Oviatt Rms. 164-168) with a wide range of sophisticated hardware and software designed to increase access to Library resources for students with disabilities. The rooms are located on the West Wing, first floor. Students wanting to use these rooms must obtain a key at the Circulation Desk and present their card from the Office of Disabled Student Services showing that they have received training on the assistive technology equipment. In addition, wheelchair-accessible computer terminals and workstations are available to all disabled patrons in the Reference Room, in the Collaboratory, and in Computer Labs B and C. Music & Media also has a wheelchair-accessible table and a Daisy Player. If you have any questions, you may get information at http://library.csun.edu/Library_Services/adarooms.html or please inquire at the first floor, Reference Desk. Questions concerning assistive technology equipment or training in its use should be directed to the Center on Disabilities, **Bayramian Hall, Room 110, x2684**. Additionally, you may contact Librarian Mara Houdyshell for more information about special services and materials available in the Library to persons with disabilities at **x2277** or mara.houdyshell@csun.edu.

Donations

If you would like to make a donation of any kind to the Library, please contact Library Development at **(818) 677-2638**. Also see: *Friends of the Oviatt Library*.

Electronic Resources & Internet Access

The Oviatt Library's computer workstations provide access to a broad array of electronic resources. These include not only journal indexes, but also an increasing number of full-text sources. We invite you to explore the Library's list of Databases A-Z or the Library's Research Resources (<http://library.csun.edu/>) for additional information.

Information sheets about the Library's searchable databases and additional Internet resources are available from Reference Librarians in the Oviatt Library and, in most cases, are also available online by using the [about] link which follows database titles. Additionally, you may contact a librarian online for research questions and advice by going to http://library.csun.edu/Research_Assistance/askus.html.

A number of databases the Library subscribes to are, by contract, only available to current CSUN students, faculty and staff. The Library's proxy server provides a means for eligible users to access these databases from off campus. For more information go to: <http://library.csun.edu/Help/fromhome.html>.

Exhibitions

The Library is proud of its exhibitions, and invites students to view them. Exhibitions may be viewed in the C.K. & Teresa Tseng Gallery of the West Wing, second floor or in the main lobby. Exhibitions change several times each year and cover a wide variety of subjects and collections. If you would like to be on the mailing list for exhibition updates, please contact Library Development at **(818) 677-2638** or go to our exhibitions web page: http://library.csun.edu/About_the_Library/goingson.html.

Exiting

You may be asked to allow attendants at the Library exit to examine your books, briefcases, backpacks, bags, etc. as you leave. If the door alarm sounds, please return to the Circulation Desk to permit staff to "desensitize" Library materials you've checked out. If you are exiting from the Teacher Curriculum Center, or the second or fourth floors, east wing and the alarm sounds, please return to the service desk located in that area.

Find Text

Find Text is an online service that provides direct links from a database citation to one or more of the following:

- full text of the article
- table of contents of the journal, which links to the full text
- database homepage, which must be searched to retrieve the full text
- CSUN Library Online Catalog
- Pharos, the catalog of the CSU Libraries
- Interlibrary Loan request

Most of the Library's databases are linked to the Find Text service. For more information go to http://library.csun.edu/Research_Assistance/sfxfaq.html.

Fines & Fees

Fines and fees are paid at the cashier window adjacent to the Circulation Desk. If you receive a bill in the mail and feel it is in error, please come to the cashier window and ask for a supervisor, or you may call **(818) 677-2274**.

General Circulation Items

- Overdue items: 15¢ per item per day, with a \$10 maximum fine per item.
- Damaged items: \$10 - \$20.
- Lost items: actual replacement cost, plus a \$10 processing fee, and any late fees.

Overdue Reserve Book Room, TCC and Music & Media Reserve Items

- Hourly items: \$1.00 per hour or fraction thereof, to \$10.00 maximum.
- Overnight loan: items must be returned by 9 a.m. the day following checkout. After 9 a.m. it is \$1.00 per day to \$10.00 maximum per overdue item.
- Two-day loan: \$1.00 per day to \$10.00 maximum, per overdue item.
- Seven-day loan: \$0.15 per day to \$10.00 maximum, per overdue item.
- Fourteen-day loan: \$0.15 per day to \$10.00 maximum, per overdue item

Food, Beverages & Tobacco

The Library prohibits food and beverages (except for bottled water and non-alcoholic beverages in spill-proof mugs) from being brought into the Library premises in order to prevent damage to Library materials and furnishings. In addition, state law prohibits the use of any tobacco products in the Library. Persons not complying with these rules may be asked to leave.

Friends of the Oviatt Library

The Friends of the Oviatt Library is a support group composed of students, faculty, staff and community members who work together to further the development of Library resources. Student membership in the Friends is \$25.00 per year. The Friends sponsor events, presentations, and book sales. In addition, the Friends operate a used bookstore located on the Library's first floor, West Wing, Room 163. It is open Monday-Friday, 10 a.m. - 2 p.m. during the semester; vacation hours vary. The Friends accept unconditional donations of books, compact discs, videos, DVD's and non-musical audiocassettes. These donations may be tax deductible. All proceeds raised by the Friends support Library services such as purchasing additional online databases, library materials and computer equipment. To learn more about the Friends, visit their web site at: <http://www.csun.edu/friends/> or call **(818) 677-2638**.

Government Publications

The Library is a selective depository for documents published by the governments of the United States and the State of California. Free public access to government documents is assured by state and federal law. Documents that have been cataloged and added to the main collection are listed in the Library's online catalog at the following website: <http://suncat.csun.edu/>. **(Note: Some documents are only issued to us electronically.)** Uncataloged documents are in particular sections of the Reference Room, main floor and the Reserves, Periodicals & Microform room, fourth floor, east wing. Indexes and finding guides for using government documents are in the Reference Room. If you would like assistance in identifying and locating government documents inquire at the first floor, Reference Desk or go online to http://library.csun.edu/Find_Resources/Government_Publications/govinfo.html.

Hours of Operation

The Oviatt Library hours schedule is issued each fall, spring and summer semester. The hours are listed at http://library.csun.edu/About_the_Library/ovhours.html, are posted at the Library's main entrance, and are accessible by calling **(818) 677-2285**. Copies of the schedule are also available at service desks and the Information Desk in the lobby. Please note that floors 2, 3 and 4, as well as the Teacher Curriculum Center and the Presentation Room, close 15 minutes before posted Library closing times.

Information Desk

The Information Desk, located in the main lobby, provides directional assistance, holdings information, referrals to other service areas, printed Library guides and handouts, and campus brochures. There is also a clipboard where you may leave messages for friends. Telephone requests for information are also received here and referred as appropriate: **(818) 677-2285. (See also Telephone Information.)**

Instruction

The Library offers several forms of instruction to aid in developing research strategies and in using computer databases and other reference materials. Brief one-on-one instruction is available at the Reference Desk. Appointments may be made with Subject Specialist Librarians for more extensive help with a research question. A schedule of electronic resources demonstrations, offered throughout the semester, is available at http://library.csun.edu/Research_Assistance/classes.html.

Handouts and Research Guides

General information handouts, handouts on the use of each electronic resource, and more detailed research guides for specific subjects are available in the Reference Room of the Library. Additional electronic database content and use information can be found by clicking on the "about" link found with most research resources listed through the Library's homepage at <http://library.csun.edu>.

Tutorials

On-screen tutorials are available for some of our electronic resources. Please go to <http://library.csun.edu/egarcia/LibraryTutorials.html> for the most current information.

Tours

Please go to http://library.csun.edu/Library_Services/tours.html for information about Oviatt Library tours.

Interlibrary Loan (ILL) & Document Delivery

Current students may obtain book and journal articles we do not own through Interlibrary Loan (ILL). The Interlibrary Loan office is located in Oviatt 109, and the phone number is **(818) 677-2294**. ILL hours are Monday - Friday, 8:00 a.m. - 5:00 p.m. For more information and to make online requests go to http://library.csun.edu/Library_Services/illuse.html.

Library Web Site

The Library maintains a dynamic web site at: <http://library.csun.edu>. It provides access to electronic resources, online services, the online catalog, and general information about the Library. Students are also encouraged to look at the *Library News* webpage at:

http://library.csun.edu/About_the_Library/libnews.html and the *What's New* webpage at http://library.csun.edu/About_the_Library/whnew.html for new resources and services.

Lockers

Lockers are available to store personal property. Students must go to the Circulation Desk to request a locker. Current eligibility and use rules will be explained there.

Lost & Found

Please bring any unattended and apparently lost item(s) to the Circulation Desk located in the lobby. If you lose something, go to the Circulation Desk to leave a description of the missing item or to see if it has been turned in to them. Unclaimed items are turned over to the Department of Public Safety, located at the corner of Darby Ave. and Prarie St., on Mondays, Wednesdays and Fridays.

Messages

There is a clipboard at The Information Desk, located in the main lobby, where you may leave messages for friends.

Microform

The Library's most frequently used materials on microform (books, periodicals, U.S. government publications, newspapers, etc.) are located in the Reserves, Periodicals & Microform Room, fourth floor, east wing. Infrequently used microform materials are stored in the AS/RS, and can be readily retrieved at the service desk in the Reserves, Periodicals & Microform Room.

Three new, state-of-the-art microfilm and microfiche self-service, digital laser printers are available in the Microform Room. They require change to operate. A change machine is located in the West Coast Copy office, Oviatt 111D, for your convenience.

Music & Media

The Library's Music & Media Wing is located on the second floor, east wing and holds the Library's music collection of printed music scores and books and sound recordings. Also in the area is the Instructional Media Collection containing videos and DVDs geared toward classroom instruction. These programs may be viewed by students in the Library. The wing also houses a general circulating media collection of videos, DVDs and audio books, plus music and media reserves. Listening and viewing facilities are available for a variety of media.

Music & Media's music collection holds nearly 14,000 music scores, and over 11,500 sound recordings on CDs, audio cassettes and LPs. The collection spans music genres from Rock to Classical to Jazz, and everything in between. Books about music are also shelved in this area. Music & Media also has more than 9,100 videotapes and DVDs available for faculty or classroom use, or viewing in the Library. The material spans a wide variety of subjects ranging from historical documentaries to notable speeches, from Hollywood releases to Shakespeare.

Music, multimedia and related books geared towards K-12 faculty and students may be found in our Teacher Curriculum Center, located in the Oviatt's Lower Level, **Room 26**.

CSUN students with assignments always have first priority for use of viewing and listening facilities. Most music materials circulate out of the Library, and are listed in the Library's online catalog. Materials checked out from Music & Media cannot be returned to the book drops, but rather, must be brought back to the Music & Media Service Desk.

Music & Media materials may be placed on reserve by faculty. Faculty may also bring in their own items to be placed on reserve. Students may view or listen to reserve materials on site, but usually may not check these items out. Programs can be searched using our online catalog by subject, title or keyword(s) on any campus or home computer.

Viewing and Listening Carrels

Viewing carrels are available for individual study, and a group viewing room provides preview and discussion space. Students may also bring their own video tapes, DVDs, audio tapes, CDs or slides for viewing or listening. Additionally, students may view programs placed on reserve by faculty for specific class assignments; and arrangements can be made through faculty to present selected media in class for student projects.

New Books

We routinely display our newest book arrivals in special shelving areas located near the central entrances of the second and third floors. Books on each floor reflect call number sequences of that floor: A - M on the second floor, N - Z on the third floor. In addition, the Friends of the Oviatt Library sponsor a collection of the top-ten fiction and non-fiction bestsellers as listed in the Los Angeles Times. These books are refreshed regularly and are located near the Reference Desk.

The Library also supplies RSS feeds about our new books. For additional information about this service or RSS in general, please go to http://library.csun.edu/Find_Resources/rssfeeds.html and <http://library.csun.edu/Help/whatisrss.html>.

Periodicals, Serials & Newspapers

Titles of all magazines, journals, serials and newspapers owned by the Library can be found through our Library online catalog at <http://suncat.csun.edu/> (click on Periodical Title). Go to http://library.csun.edu/Find_Resources/ejournals.html to find a list of electronic journals.

Current Periodicals & Newspapers

The Library has access to over 28,000 full-text electronic journal, magazine or newspaper titles from the databases to which the Library subscribes. Please go to http://library.csun.edu/Find_Resources/ejournals.html for information about accessing these titles.

To search for individual articles please use our Find Articles and Research Data web page: http://library.csun.edu/Find_Resources/articles.html. You can also consult a reference librarian or ask at the Reserves, Periodicals & Microform Service Desk, fourth floor, east wing, for more details.

Current periodical and newspaper print titles are found in the Reserves, Periodicals & Microform room, fourth floor, east wing. Recent issues of magazines and journals are shelved in call number order. Back issues of newspapers are retained for several months, until they are discarded or until the microform subscription copies arrive. Retention length differs with each title.

Print indexes to periodical articles, newspaper articles, reviews and other newsprint items are located in the Reference Room of the Library. Computer indexes are available at most of the computer workstations located in various areas of the Library.

Bound Periodicals

Older issues of magazines and journals are bound into volumes and are shelved on the fourth floor in call number order. Pre-1990 volumes of most journals are stored in the AS/RS, and may be retrieved, usually within 10 minutes. The Library's online catalog will indicate if any years of a title are in the

Microform Area. For a complete listing of the titles that are available electronically check both the catalog and the CSUN List of Electronic Periodicals at http://library.csun.edu/Find_Resources/ejournals.html.

Use the online catalog to request stored volumes; stored periodicals will be delivered to the Reserves, Periodicals & Microform service desk, fourth floor, east wing. Please return the periodicals to the service desk after you finish with them.

Photocopying, Printing & Scanning Services

Photocopy machines are available on all floors of the Library. Most utilize a value-added debit card. However, there are coin-operated photocopiers located in the **West Coast Copy Office, Oviatt 111D**, and in the Reserves, Periodicals & Microform area, 4th floor, east wing. Printing, paid for by debit card only, is available at printer stations located throughout the Library. Debit cards may be purchased in \$5 to \$20 denominations at the West Coast Copy office, and from the first floor, Reference Area, and third floor, east wing vending machines. Problems should be reported to West Coast Copy in person or by calling **(818) 677-2664**.

West Coast Copy offers color photocopying, facsimile services, drop-off photocopy services, and color scanning including: scanning with paper print, scanning to file (not paper), transparency page creation, and color printing. Check with West Coast Copy for current service fees and hours during which these services are available.

Presentation & Conference Rooms

The Library has three large rooms that may be booked for academically related events by CSUN-chartered student groups. Rooms may only be used during the Library's regular hours of service. All groups wishing to use the rooms must sign the Facilities Reservation Agreement.

The Rooms

- Presentation Room, Room 81, seats 140 auditorium-style, has a built-in sound system with microphone, a video projector and built-in screen. (Please go to http://library.csun.edu/About_the_Library/presroom.html for more information.)
- Conference Room, Room 314, seats 14 - 16 around a conference table, with 21 additional chairs against the walls, has a built-in screen. (Contact Mickey Martinez at **x2271**; mickey.martinez@csun.edu)
- Administration Conference Room, Room 372, seats 14 around a conference table, has a built-in screen. (Contact Mickey Martinez at **x2271**; mickey.martinez@csun.edu)

Reference Materials

The Oviatt Library maintains a large reference collection of materials providing patrons with factual information *or* directing them to further sources for that information. Such materials include, but are not limited to, encyclopedias, dictionaries, almanacs, handbooks, directories, style manuals, and bibliographies. Resources may be available in print or electronic formats – sometimes both. Print reference sources are indicated by "Reference Room" or "Ref" in the **location** box in the online catalog. Many of these materials are shelved along with the regular collection on the upper floors of the Library but remain unavailable for checkout. When the online catalog indicates "Reference Room" as the location, the item will be found in the first floor, Reference Room. Reference materials marked as STORED in the online catalog must be requested through the Library's Automated Storage and Retrieval System (AS/RS). Requests for stored items can be made directly via computer terminal, or in person at the Library's Circulation Desk. Students may not take reference materials out of the Library.

In addition to the Oviatt Library's print reference collection, further useful resources are available through the Electronic Books webpage. This site offers users online access to a variety of reference sources, including encyclopedias, dictionaries, style guides, handbooks, and directories. Further, this webpage can connect patrons to electronic telephone directories, as well as, current undergraduate and graduate catalogs of United States colleges and universities. Go to http://library.csun.edu/Find_Resources/e-books to access the Electronic Books webpage.

Reference Services

Reference Desk

Reference Librarians staff the Reference Desk during most of the hours the Library is open. They provide a range of informational and instructional services including assistance in finding specific facts and information for patrons; instructing patrons in the use of online databases and developing appropriate search strategies; and assisting students in selecting, locating, and using materials to complete assignments.

In-depth Consultations

Appointments may be made with Subject Specialist Librarians for lengthier consultations on a topic or reference source. You can find your subject specialist and her/his phone number at http://library.csun.edu/About_the_Library/librarians.html.

Email Reference

Email reference questions may be sent to a librarian by filling out the form at: http://library.csun.edu/Research_Assistance/askus.html. You will get a response within 24 hours, except over holidays.

Virtual Reference

The 24/7 online virtual reference chat room service is accessible by going to http://library.csun.edu/Research_Assistance/askus.html and clicking on "live chat". Here questions can be answered in real-time by a reference librarian.

Research Guides

Online instructions for most databases are available by selecting the '[about]' link next to the database name. Additionally, bibliographic and research information can be found at the Library's web site. Printed Library research guides on various topics are available near the Oviatt first floor, Reference Desk. Visit the Research Assistance page located at http://library.csun.edu/Research_Assistance/ for more information.

Reserve Materials

Reserve materials are located primarily in Reserves, Periodicals & Microform (fourth floor, east wing). Music course reserves and multimedia reserves are located in Music & Media (second floor, east wing) and children's literature reserves and education course reserves are located in Teacher Curriculum Center (**Lower Level, Room 26**).

Reserve materials are listed by course number and instructor's last name and can be searched by accessing the Reserves web page: http://library.csun.edu/Library_Services/Reserves/index.html.

Materials checked out from Music & Media, Reserves, Periodicals & Microform and the Teacher Curriculum Center must be returned directly to these locations. Students are not allowed to renew reserved materials. Inquire directly at the service desks for information about loan periods.

Copyright

Copyrighted materials, including most journals and books, can only be copied if permitted by the Copyright Act of 1976 (PL 94-553, Title 17, U.S. Code). This law stipulates that photo duplication of copyrighted materials is subject to the law's fair use definition. For informative web pages about copyright go to http://library.csun.edu/Library_Services/Reserves/index.html.

Search-Hold Request

A request to search for and/or put a hold on Library materials may be placed through the online catalog or at the appropriate service desk. After the item(s) are located, a notification will be sent to you, and the located/recalled item(s) will be held for you for one week. Not all Library materials can be placed on hold. We regret that we cannot accept telephone requests to place holds.

Service Desks

Student assistance and/or circulation services is provided at various locations in the Library. These locations include:

- the Circulation Desk, first floor lobby
- the Reference Desk, first floor, core
- the Information Desk, first floor lobby
- the Music & Media area, second floor, east wing
- the Collaboratory, third floor, east wing
- Reserves, Periodicals & Microform, fourth floor, east wing
- Interlibrary Loan, Room 109
- the Teacher Curriculum Center, Oviatt, Lower Level
- Special Collections, West Wing, second floor
- Library Administration, West Wing, third floor

Silence & Cell Phone Use

Introduction

The Oviatt Library is committed to providing an environment conducive to study as well as welcoming to all users. Excessive noise and the use of cell phones can be disruptive to an academic atmosphere. These guidelines were developed in response to concerns from students, faculty and staff about the increased noise in the Library from conversations and cell phone use.

General Noise

We encourage patrons to be respectful of others by keeping voices lowered and conversations brief. Patrons may listen to music using personal headsets as long as it is not heard by surrounding students. Headsets may also be used to dim noise that will be occurring in some areas of the Library.

The entire first floor of the Library will have varying noise levels due to transactions at service desks, Library users leaving computer labs, visitors to the Friends of the Library Bookstore, as well as to the Presentation Room on the lower level and other events. Therefore, for those wishing to study in a quiet space we have designated the 2nd, 3rd and 4th floors as Quiet Zones. Exceptions are public service desks and exhibit spaces, where a certain amount of conversation is necessary and appropriate. For quiet space there are also study rooms available on a first-come-first-served basis on the 2nd and 3rd floors of the Library.

Group Study Rooms

Since Group Study Rooms are not soundproof, groups using them should take care to keep noise at a reasonable level. When groups are using rooms near open seating areas, the doors should be kept closed.

As of September 2006, the ASRS viewing room has been designated a quiet group study room. The following guidelines are posted in the room:

Quiet Group Study Room—Noise Policy

- This area is designated as a quiet group study area. Groups may quietly conduct conversations pertaining to their group study projects.
- This area is often a stop on library tours with groups of children or adults viewing the ASRS. Noise from these visitors will occur, however the visits usually last only a short time.
- Please be considerate of other groups or individuals who may be studying in this area.

Cell Phones

In order to provide a quiet place to work and study, the Library building is designated as a “cell phone free zone.” We appreciate everyone’s cooperation by adhering to the following procedures:

- Patrons should turn off or make silent all cell phones and pagers when entering the Library building.
- In an emergency, when patrons must make or receive a cell phone call, they are required to move to the stairwells or within six feet of a payphone. They should take their valuables with them.
- Voices carry, even at these locations, so we request cell phone users to help by speaking softly.
- A patron may never use a cell phone's camera or binocular features in the Library without permission from Library Administration.

Exceptions

- In certain circumstances, employees may need to use cell phones or two-way radios to conduct business. If this must occur in Library public areas, every effort will be made to keep disruptions to a minimum.
- During CSUN class registration periods only, students may quietly use cell phones while using Library computers for the purpose of conducting registration.

Compliance

Anyone who is making excessive noise or is improperly using a cell phone will be asked to be quiet or comply with the Library cell phone policy. Upon non-compliance or continued infractions, the Library reserves the right to:

- Ask the patron to leave the Library.
- Call campus police.
- Report the continuing infraction to the Dean of Students.
- Repeated infractions may result in further action and possibly suspension of Library privileges.

Special Collections & Archives

Special Collections and Archives material is available for onsite research in the Oviatt Library, West Wing, second floor. None of this material may circulate out of the Library. Photocopying is available upon request. However, some items cannot be copied due to copyright restrictions. Many items and collections have been cataloged and are represented in the online catalog: for example the University Archives, the Urban Archives Center, the Old China Hands Archive, San Fernando Valley History Digital Library, and the International Guitar Research Archive (IGRA). Inventories of cataloged and uncataloged materials are available in the Special Collections and Archives Reading Room, West Wing, second floor. Additionally, some cataloged items are stored in the AS/RS, or in other areas, and must be requested through Special Collections. Scheduled hours are Monday through Friday, 9:00 a.m. - 4:30 p.m. The telephone number is **(818) 677-2832**. The web site is: <http://library.csun.edu/Collections/SCA/index.html>.

Contacts

- Tony Gardner, Curator, Special Collections & Archives, **(818) 677-2597**
- Robert Marshall, Archivist, Urban Archives Center & University Archives, **(818) 677-2832**
- Old China Hands Archive: Robert Gohstand **(818) 677- 4137**
<http://library.csun.edu/oldchinahands/>
- San Fernando Valley History Digital Library: <http://digital-library.csun.edu/>
- The International Guitar Research Archive (IGRA): Professor Ron Purcell, igra@csun.edu

Study Rooms

Graduate Students

Ten rooms on the 4th floor, north side (Rooms 401-405, 431-435), and fourteen rooms in the West Wing, lower level, (Rooms 67-80) are locked and require a key to use. Keys are obtained from Circulation, 1st floor, lobby. These rooms are shared by graduate students and faculty members. Graduate students may use one of these rooms while studying in the Library; while faculty can use the room for a day or have it reserved for the entire semester.

Groups

Group study rooms are located on floors 2, 3 and 4. They are available on a first-come/first-served basis to groups of CSUN students. Rules for their use and size of group are posted in the rooms. Groups may also use the first floor, AS/RS Viewing Room, for quiet study.

Individuals

Individual study rooms are located on floors 2, 3 and 4. Please go to the Circulation Desk for availability and sign-out of locked study rooms. Unlocked rooms are available on a first-come-first-served basis for individual use.

Teacher Curriculum Center (TCC)

The Teacher Curriculum Center features a collection of teacher-oriented materials. It is located on the Lower Level of the Oviatt Library building, Room 26. However, you must enter the TCC by the stairway in the back/north end of the first floor, Reference Room, east of the index tables. Students with disabilities may use the elevator in the east wing to get into the TCC or gain entrance from the Lower (ground) Level by pushing the call buzzer next to the Room 26 door.

Included in the TCC collection are selected California state-adopted textbooks, the juvenile collection (Sharon Fogarty Young Readers' Collection), CD-ROMs, educational games, curriculum guides, recordings, videotapes, and DVDs. Most are listed in the online catalog. These items must be checked out and returned directly to the TCC. The TCC also supports local area teachers who may check out items by purchasing a special user card. Inquire at the TCC Service Desk for more details, or go to the following Library website: <http://library.csun.edu/Collections/TCC/>.

Telephone Information

Holdings information for book and periodical titles, as well as general information regarding Library services, may be obtained by calling the Information Desk at **(818) 677-2285**. Questions will also be referred as appropriate to other Library service areas. **TTY service** is available to the hearing impaired by calling **(818) 677-7696**.

Telephones

Pay phones and "campus only" phones are located floors 1-4. A **TTY telephone and keyboard** for the hearing impaired is available on the first floor, core, next to the bottom of the "down" escalator. Private cellular phones may be used only in the areas adjacent to the pay phones or on the outside portico. The use of any telephone must be done without disruption to other Library patrons.

Typewriters

Two manual typewriters for patron use are located near Lab A, first floor.

We hope you enjoy your Oviatt Library experience. Feel free to ask for more information at any service desk. We are here to help you!