Dear Students:

This Student Guide to the Oviatt Library provides you with directions to the rich resources and varied services offered by the Library. It contains important information about your borrowing privileges; accessing electronic resources; getting reference help; accessing course materials on reserve and e-reserves, locating books and other materials; meeting your research needs; using the Automated Storage & Retrieval System (ASRS); requesting document delivery; borrowing items from other libraries; and finding the locations of the Library’s computer labs and many service areas.

For the latest information, be sure to check our website at: http://library.csun.edu. As always, we appreciate your comments and suggestions. Please feel free to email me at mark.stover@csun.edu.

Sincerely,

Mark Stover, Ph.D.
Dean, Oviatt Library
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Automated Storage & Retrieval System (ASRS)
Low-use items, including microforms and most pre-1990 periodicals, are stored in the Automated Storage & Retrieval System (ASRS), located in the east wing. These materials can be requested directly from a Library computer workstation by Library cardholders. The ASRS system will automatically retrieve requested material, usually within 10 minutes of the order. Most materials will be delivered to the Circulation Desk; periodicals and microforms will be delivered to the Reserves, Periodicals & Microform service desk, fourth floor, east wing.

Building Layout by Floor
For online access to maps of the Oviatt Library by floor and what’s on them go to: http://library.csun.edu/About/BuildingInformation.

Catalog of Library Resources
The Oviatt Library’s online catalog is accessed through computer workstations at various locations within the Library. The catalog is also available from any on- or off-campus computer connected to the Internet through the Library’s website: http://library.csun.edu. Books, eBooks, journals, online journals, databases 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.

Circulation/Check-out Services

- **Check-out**
  Circulating Library material may be checked-out 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, except for graduate (doctoral and masters) students whose loan period is four weeks, with 5 renewals. The number of items that students may check out is limited. Doctoral and 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. For more information go to: http://library.csun.edu/cgi/opac/patroninfo.html.

- **Photo I.D.**
  All students must obtain a CSUN 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, Bayramian Hall 100, 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
To obtain a card, you must have an additional government issued I.D. (such as a valid driver's license, a DMV I.D. card, or a passport) and pay a fee of $5.00. Go to http://library.csun.edu/Services/PhotoID 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/Services/RenewEmail or by calling (818) 677-4745. Undergraduates may renew items 3 times each; doctoral and 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 Oviatt Circulation Desk, or at any of the 10 Library book drops located around campus (see list below). For more information about their location and a map go to: http://library.csun.edu/Services/ReturningMaterials.

• Library Book Drop Locations:
1. Corner of Plummer and Etiwanda Ave / West University Drive (next to Charles Noski Auditorium and Juniper Hall)
2. North University Drive – ADA Lot E 6 – Faculty / Staff Parking Lot (along pathway to sidewalk)
3. Corner of Matador Walk and Vincennes St. (next to Jacaranda Hall along sidewalk)
4. Corner of Lindley Ave. - East University Drive/ Matador Walk across the street from Citrus Hall Science Building next to Botanic Garden, near the steps leading to University Student Union
5. On the walkway near Chaparral Hall, Klotz Student Health Center, and NCOD (west of Faculty / Staff Parking Lot – G3)
6. Orange Grove Walk (between Nordhoff Hall and Cypress Hall - under the Mike Curb archway)
7. Corner of Orange Grove Walk and Etiwanda Ave. / West University Drive (across the street from Lots B1 & B2)
8. 2 book drops at Etiwanda Ave. / West University Drive – Sierra Center Quad area (across the street from Parking Structure B3 near the newspaper racks)
9. Corner of Etiwanda Ave. and Vincennes St. / Jacaranda Walk (next to Education Building and across from Parking Structure B5)
10. In front of the Oviatt Library (east portico area across from the book returns attached to the Oviatt. These are open only during Library business hours. There is a book drop bin that is available 24/7.)

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 CSUN’s faculty and students. As of FY 2009-10, it has a physical collection containing over 1.4 million volumes, of which over 1.1 million are books, and over 257,000 are bound periodical volumes. The Library subscribes to more than 55,000 online journals, nearly 1,300 print journals, over 200 online databases and nearly 275,000 eBooks. The microform collection contains 3.18 million pieces. There are more than 14,200 sound recordings, 14,000 film and video recordings and nearly 60,000 pictures and other graphic materials. The archives and manuscript collection exceeds 4,500 linear feet of materials. Statistical information is available at [http://library.csun.edu/About/HistoryandFacts](http://library.csun.edu/About/HistoryandFacts)

**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/Services/OpenLabs](http://library.csun.edu/Services/OpenLabs) for hours of operation. 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. In addition to the Collaboratory, workstations are located in the Reference Room, first floor, on floors 2, 3, and 4 in the central core, and in the Reserves, Periodicals, and Microform area, fourth floor, east wing. There are three Library teaching labs that are used for the Library’s information competency instructional program, which are all located 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. In addition, the workstations in Labs A, B and C are available for individual student use when Library Instruction classes are not in session during the regular academic year.

• Laptop Computers
Laptop computers, equipped for wireless Internet connectivity 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. The laptops 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 with wireless computer access. For requirements needed to connect your computer, or other tech questions, contact IT’s Help Desk at (818) 677-1400, go to http://www.csun.edu/~it/services/wireless.html, or visit IT’s walk-in Help Center located in Oviatt Room 33. Please go to http://techsupport.csun.edu for more information and current hours of operation. For wireless equipment checkout see “Laptop Computers” above.

Doctoral Students
A complete listing of services and resources for Doctoral Students in Educational Leadership is available at http://library.csun.edu/mhoudyshell/EdD.html.

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” later in this Guide.

Electronic Resources
The Oviatt Library provides access to a broad array of electronic resources. These include not only thousands of full-text journals, magazines, and newspapers, but also an increasing number of electronic books, which are searchable in the Library’s online catalog (http://suncat.csun.edu/search) We invite you to explore the Library’s list of Databases A-Z
http://library.csun.edu/xerxes/databases/alphabetical or the Library's Databases by Subject (http://library.csun.edu/xerxes/).

Information about database content and relevant research guides can be found on the Databases by Subject page at http://library.csun.edu/xerxes/ by selecting the relevant subject and clicking the “i” icon next to a database name or on the research guide link. Additionally, you may contact a librarian online for research questions and advice by going to: http://library.csun.edu/ResearchAssistance/AskUs.

For information about online tutorials go to “Instruction: Online Tutorials” later in this document. 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/Services/FromHome.

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 occur 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/blogs/goingson/

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, Music & Media or the Reserves, Periodicals, and Microform area 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
- CSU Union Catalog, 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/ResearchAssistance/FindTextFAQ.
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: actual repair or replacement cost (whichever is less), plus a $10 procession fee, and any late fees.
  - Lost items: actual replacement cost, plus a $10 processing fee, and any late fees.

- Overdue Reserve Book Room, TCC and Music & Media Reserve Items:
  - Two-hour in-house Library use: $1 per hour, or fraction thereof, per overdue item.
  - Overnight loan: items must be returned by 9 a.m. the day following checkout. After 9 a.m. it is $1 per hour, or fraction thereof, per overdue item.
  - Two-day loan: $1 per day, per overdue item.
  - Seven-day loan: 25¢ per day, per overdue item.
  - Fourteen-day loan: 15¢ per day, per overdue item.

These fines and fees are correct as of August 1, 2011. Any changes will be posted on the Library website at http://library.csun.edu/Services/LibraryFines.

Food, Beverages & Tobacco
The entire Library is a no smoking area. Electronic cigarettes are also not permitted. No smoking is allowed within twenty feet of all entrances and exits. The University’s policy on smoking is available at: http://www-admn.csun.edu/vp/policies/125_admn_fin/350/350-50.pdf.

Non-alcoholic drinks in secure lidded containers and small snacks are permitted. No food or drink is permitted in the Special Collections and Archives Reading Room. Please clean up after yourself by using the trashcans and cleaning up any spills!

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 website at: http://library.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://library.csun.edu/cgi/opac/.

Most documents are only issued to us electronically. Uncataloged documents are in particular sections of the Reserves, Periodicals & Microform room, fourth floor, east wing. 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/GovernmentPublications.

**Hours of Operation**

- **Regular Schedule**
The Oviatt’s hours of operation schedule is issued each fall, spring and summer semester. The hours are listed at http://library.csun.edu/LibraryHours.php, 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 the second, third and fourth floors, as well as the Teacher Curriculum Center and the Ferman Presentation Room, close 15 minutes before posted Library closing times.

- **Finals Schedule**
Thanks to a grant from the Campus Quality Fee, the Library will be open extended hours during the Fall and Spring Semester 2011 – 2012 finals period. For exact dates and times, please check the finals hours’ schedule a few weeks before finals begin at: http://library.csun.edu/LibraryHours.php.

**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. Telephone requests for information are also received here and referred as appropriate: (818) 677-2285. See also “Telephone Information” later in this Guide.

**Instruction**
The Library offers several forms of instruction to aid in developing Library research and information competency skills, formulating effective search strategies, and utilizing computer databases and other resources in support of student assignments. Professors can arrange to have a class brought to the Library for an instructional session. Brief one-on-one instruction is also available to students in person.
at the Reference Desk. Appointments may be made with Subject Specialist Librarians for more extensive help with a research question. (http://library.csun.edu/About/SubjectSpecialists)

- **Handouts and Research Guides**
  Some general information handouts are available in the Reference Room of the Library. Additional information about database content and relevant research guides can be found on the Databases by Subject page at http://library.csun.edu/xerxes/ by selecting the relevant subject and clicking the “i” icon next to a database name or on the research guide link.

- **Online Tutorials**
  Self-guided online tutorials are available for general library research and information competence skills at http://library.csun.edu/ResearchAssistance/SubjectGuides. Help using specific library databases are available for some of our electronic resources at http://library.csun.edu/ResearchAssistance/Tutorials.

- **Tours**
  Please go to http://www.youtube.com/OviattLibrary and select “Library Tour” on the right side of the page to take a virtual guided tour of the Oviatt Library.

**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 about service policies and to make online requests go to: http://library.csun.edu/Services/InterlibraryLoan.

There is no charge for borrowing materials or getting photocopies within the CSUN Interlibrary Loan "network," which includes the other 22-campus CSU system, a host of reciprocal libraries and our document suppliers. Requests from undergraduates are not made outside of this network agreement, so no charges are involved. For graduate students and staff, materials may be requested from any library in the U.S. and many abroad. The Oviatt Library subsidizes most fees that the lending library may charge. However, because of budgetary constraints, limits are set on the subsidies. From July 1, 2011 through June 30, 2012, doctoral students are allotted $400, masters’ students, $250, and CSUN staff, $100. We always attempt to fill a request from within our free network first, but it is difficult to predict when it may be necessary to search beyond the network.

**Library Website**

The Library maintains a dynamic website 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 web page at http://library.csun.edu/blogs/librarynews/ and the What's New web page at http://library.csun.edu/blogs/whatsnew/.

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California State University, Northridge
**Student Guide to the Oviatt Library**
August 1, 2011
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 Prairie St., on Mondays, Wednesdays and Fridays.

Microform
Almost all microform titles are stored in the ASRS, please ask for assistance at the Reserves, Periodicals & Microform service desk.

To determine if the Library has particular material on microform (microfilm, microcard or microfiche), perform either a subject, title, periodical title or author search in the Library Catalog. If you need assistance finding materials, please visit the Reserves, Periodicals & Microform service desk. Published guides to microformat materials are available in Reserves, Periodicals & Microform, the Reference Room on the first floor of the Library, and in the ASRS.
You can save PDF images of microform pages to your own flash drive, or print paper copies for $.20/page. A change machine is located in the Reserves, Periodicals & Microform wing.

Music & Media

Music & Media supports the music, cinema and theater curricula at CSUN, and provides instructional media complementing many other disciplines. The department holds the Library’s collection of music books and scores, plus instructional videos and DVDs, CDs, LPs and audio books. Most of the collection is available for checkout and patrons can view or listen to all material in the area’s media carrels or review room. Music & Media is located on the second floor, east wing and provides a welcoming environment for course study and research, or for simply relaxing and personal enjoyment in the newly installed lounge areas.

The Music & Media collection consists of more than 11 thousand CDs and LPs including jazz, international, classical and contemporary genres supported by 14 thousand music scores and 18 thousand books on music history and theory. It also contains more than 12 thousand DVDs and videotapes, ranging from instructional programming to feature films. In addition, patrons have access to over 5 thousand videos online through Films on Demand.

- Films on Demand
  Over 5,000 videos are available for online streaming for campus or home viewing, covering subjects from Humanities & Social Science to Health & Medicine. To search available videos for
streaming, go to the Library’s home page and enter “Films on Demand” in the upper right Oviatt Library Website search field.

- **Music & Media Reserves**
  Students can review videotapes, DVDs and CDs left on Reserve by their instructor for all classes as well as books and scores for music classes. Print materials for non-music classes are located on the 4th floor in Reserves, Periodicals and Microform. Some music and video items are made available electronically over the web.

- **Media Carrels**
  Twenty four viewing & listening carrels are available for individual study and a group review room provides review and discussion space. Students may also bring their own media for viewing or listening. Additionally, a station is available to record LPs to CDs following guidelines from the Music Publishers’ Association Copyright Resource Center.

**New Books**
The Library supplies RSS feeds about our new books. For additional information about this service or RSS in general, please go to [http://library.csun.edu/FindResources/RSS](http://library.csun.edu/FindResources/RSS) and [http://library.csun.edu/FindResources/WhatIsRSS](http://library.csun.edu/FindResources/WhatIsRSS).

**Periodicals, Serials & Newspapers**
Titles of all magazines, journals, e-journals, serials and newspapers owned by the Library can be found through our Library online catalog at [http://suncat.csun.edu/](http://suncat.csun.edu/) (click on Periodical Title).

- **Current Periodicals & Newspapers**
  As of FY 2009-10, the Library has access to over 52,000 full-text electronic journal, magazine or newspaper titles from the databases to which the Library subscribes. Information about accessing these titles can be found at [http://suncat.csun.edu/screens/pertitle.html](http://suncat.csun.edu/screens/pertitle.html). To search for individual articles please use our Databases by Subject web page: [http://library.csun.edu/xerxes/](http://library.csun.edu/xerxes/).

A reference librarian may also be consulted 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 Periodicals & Newspapers**
  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 ASRS, 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 CSUN List of Electronic Periodicals at [http://suncat.csun.edu/screens/pertitle.html](http://suncat.csun.edu/screens/pertitle.html) and the catalog. 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.

**Persons with Disabilities**

The Library has equipped four assistive technology rooms (Oviatt, Rooms 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 Disabilities Resources & Educational Services showing that they have received training on the assistive technology equipment.

In addition, wheelchair-accessible computer terminals and workstations are available to all patrons with disabilities 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. Please inquire at the first floor, Reference Desk, for more information; or visit [http://library.csun.edu/Services/ADARooms](http://library.csun.edu/Services/ADARooms).

Questions concerning assistive technology equipment or training in its use should be directed to the Disabilities Resources & Educational Services, Bayramian Hall, Room 110, x2684. Additionally, contact Librarian Mara Houdyshell for more information about special services and materials available in the Library to persons with disabilities at x3840 or [mara.houdyshell@csun.edu](mailto:mara.houdyshell@csun.edu).

**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 are:

- Jack and Florence Ferman 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/PresentationRoom 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, projector, and computer. (Contact Mickey Martinez at x2271; mickey.martinez@csun.edu).

Reference Materials
The Oviatt Library maintains a large reference collection of both online resources and print materials providing patrons with factual information or directing them to further sources for that information, including, but is not limited to, encyclopedias, dictionaries, almanacs, handbooks, directories, style manuals, and bibliographies.

Electronic Reference materials can be accessed through the online catalog. Please see http://library.csun.edu/Collections/Reference for more information on how to find these materials. It also includes a link to our frequently used online reference collections. Print reference sources are indicated by "Reference Room" or "Ref" in the location box in the online catalog. When the online catalog indicates "Reference Room" as the location, the item will be found in the first floor, Reference Room. Many reference materials are shelved along with the regular collection on the upper floors of the Library but remain unavailable for checkout. Reference materials marked as STORED in the online catalog must be requested through the Library’s Automated Storage and Retrieval System (ASRS). Requests for stored items can be made directly through the online catalog, or in person at the Oviatt Library's Circulation Desk. Library reference materials are not allowed to circulate outside of the library.

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/SubjectSpecialists.

- Email Reference
  Email reference questions may be sent to a librarian by filling out the form at: http://library.csun.edu/ResearchAssistance/HelpByEmail. 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/ResearchAssistance/AskUs and clicking on "live chat". Questions will be answered in real-time by a reference librarian.

- Text a Librarian
  “Text a Librarian” is a service which enables you to use the text message feature of your mobile phone to send questions to and receive answers from Oviatt Library reference librarians. Instructions and service hours are located here: http://library.csun.edu/Services/TALFAQ.

Research Guides
Some general information handouts are available in the Reference Room of the Library. Additional information about database content and relevant research guides can be found on the Databases by Subject page at http://library.csun.edu/xerxes/ by selecting the relevant subject and clicking the “i” icon next to a database name or on the research guide link.

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: http://library.csun.edu/CourseReserves/.

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. Go to http://library.csun.edu/CourseReserves/CopyrightInformation and http://library.csun.edu/CourseReserves/CopyrightNotice for informative web pages about copyright.

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.

Security
The Oviatt Library is a public place, and as such is open to the Campus Community and the general public. We recommend that students familiarize themselves with campus security and safety information. While in the Library, please do not leave your belongings such as laptops, purses, backpacks and other valuables unattended, even for a minute. The Oviatt Library is not responsible for stolen items. However, if you find that a theft has occurred, please go to the Circulation Desk in the Lobby on the first floor. Library staff can assist you in calling Campus Police. We also recommend that students read the CSU, Northridge Department of Police Services’ brochure “Staying Safe on Campus”. It is available online at: http://www.admn.csun.edu/publicsafety/police/crime/documents/campussafety101.pdf.

Service Desks
The Library provides patron assistance and/or circulation services at various locations in the Library, including:
- Circulation Desk, first floor lobby
- Reference Desk, first floor, core
- Information Desk, first floor lobby
- Music & Media area, second floor, east wing
- Collaboratory, third floor, east wing
- Reserves, Periodicals & Microform, fourth floor, east wing
- Interlibrary Loan, Room 109
- Teacher Curriculum Center, Lower Level
- Special Collections, West Wing, second floor
- Library Administration, West Wing, third floor
Silence & Cell Phone Use
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 second, third and fourth 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 second and third 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.

The ASRS viewing room has been designated a quiet group study room. The following guidelines are posted in the room:
- 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 hallways outside the stacks and study areas. 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.

There are exceptions to these procedures for cell phone use in the Library. 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 provides opportunities for scholarly research and publication. Material is available for onsite research in the Oviatt Library, west wing, second floor. Photocopying is available upon request. However, some items cannot be copied due to copyright restrictions. The Library provides inventories, descriptive finding guides and related indexes to both cataloged and uncataloged collections. There are no browsing stacks. All Special Collections and Archives material, including material stored in the ASRS, must be requested through the Reading Room, west wing, second floor. None of this material may circulate out of the Library. Scheduled hours are Monday through Friday, 9:00 a.m. - 4:30 p.m. The Special Collections and Archives website is http://library.csun.edu/Collections/SCA. The telephone number is (818) 677-2832.

Study Rooms

Graduate Students
Ten rooms on the fourth floor, north side (Rooms 401-405, 431-435) are locked and require a key to use. Fourteen rooms in the West Wing, lower level, (Rooms 67-80), require a lock code to enter the main area and a key to unlock the individual room. Keys and codes are obtained from Circulation, first floor, lobby. These rooms are shared by graduate students, doctoral students and faculty members. Faculty can use the room for a day or reserve it for the entire semester through Circulation; while master thesis students may use one of these rooms on a daily basis if any have not yet been reserved.
• Groups
  Group study rooms are located on the second, third and fourth floors. They are available to
groups of CSUN students. These study rooms may be checked out on a first-come/first-served
basis at the circulation desk in the library lobby. Rules for their use and size of group are posted
in the rooms. Groups may also use the first floor, ASRS Viewing Room, for quiet study.

• Individuals
  Unlocked individual study rooms are located on the second and third floors. Unlocked rooms
are available on a first-come, first-served basis.

Teacher Curriculum Center (TCC)
The Teacher Curriculum Center features a collection of pre-school through grade 12 curriculum-
oriented materials. It is located on the Lower Level of the Oviatt Library building, Room 26. Enter
the TCC by using the stairway in the northeast part of the first floor or by using the elevator in the east
wing. Anyone with a disability may also gain entrance from the Lower (ground) level by pushing the call
buzzer next to the Room 26 door opposite the double elevators.

Included in the TCC collection are selected California state-adopted textbooks, the juvenile and young
adult collection (Sharon Fogarty Young Readers’ Collection), CD-ROMs, educational games, curriculum
guides, recordings, videotapes, and DVDs. All are listed in the online catalog. These items must be
checked out and returned directly to the TCC. Visit the TCC 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
A TTY equipped pay phone is located on the first floor next to the “down” escalator. It is available for
general use and that of the hearing impaired. “Campus only” phones are located on the first, second,
third and fourth floors. The campus phone on the first floor is TTY equipped and is located in the
Reference computer area, on the wall near the elevators. On the second, third and fourth floors, the
campus phones are located on the interior wall immediately next to the main entrance to the stacks as
you got off the “up” escalator. Private cellular phones may be used only in the stairwells, hallways and
on the outside portico. The use of any telephone must be done without disruption to other Library
patrons.

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California State University, Northridge
Student Guide to the Oviatt Library
August 1, 2011