



Loan Limits & Circulation Policy

General Information

All items are checked out from the 1st floor Library Service Desk with a valid OneCard or library card. Items can be returned in person at the Service Desk or at one of the external book drops. One book drop is located outside the library in the breezeway to the right of the main library entrance (this book drop is locked during normal operating hours.) The second book drop is located on the corner of Sinclair Drive and Moraga Way.

Loan Limits

The total number of items checked out is based on the patron's status:

| | |
|--------------------------|-----------|
| Undergraduate students | 50 items |
| Graduate students | 75 items |
| Full & Part-time faculty | 100 items |
| Staff/Administrator | 100 items |
| Community users | 15 items |

In addition, loan limits are set for the following item types:

| | <i>Media Items</i> | <i>Media Equipment</i> | <i>Course Reserves</i> | <i>Study Rooms</i> |
|--------------------------|---------------------------|-------------------------------|-------------------------------|---------------------------|
| Undergraduate students | 5 items | 5 items | 2 items | 1 Family |
| Graduate students | 5 items | 5 items | 2 items | 1 Family or Graduate |
| Full & Part-time faculty | 10 items | 5 items | Not available | Not available |
| Staff/Administrator | 10 items | 5 items | Not available | Not available |
| Community users | 5 items | 5 items | Not available | Not available |

Loan Periods/Renewals

General Collections

Library materials are checked out based on patron status. Regular circulating items are eligible for automatic renewals and can be renewed online or in person at the Library Service Desk.

Media items include audio and video materials and are not eligible for automatic or online renewals. Renewal requests for media items can be requested in person at the Service Desk and are subject to availability.

| | <i>Regular Circulating Items</i> | <i>Educational Films</i> | <i>All Other Media</i> |
|--------------------------|-----------------------------------------|---------------------------------|-------------------------------|
| Students | 16-week loan | 7-day loan | 60-day loan |
| Full & Part-time faculty | 1-year loan | 21-day loan | 60-day loan |
| Staff/Administrator | 1-year loan | 21-day loan | 60-day loan |
| Community users | 21-day loan | Not Available | 21-day loan |

Course Reserves

Course reserve items are available for student check out only. Faculty, staff, and administrators may request a loan exception at the Service Desk.

Course reserve items are checked out for a 2-hour, 24-hour, 3-day, or 7-day loan period.

Course reserve items are not eligible for automatic renewals and cannot be renewed online. Request renewals in person at the Service Desk. All renewals are subject to availability.

Crocker Art Museum Admission Passes

Crocker Art Museum admission passes are available for students to borrow for a 7-day loan. Present the pass with a valid Sac State OneCard to receive free admission to the museum.

Study Aids

Study aids include mobile whiteboards, whiteboard markers, phone chargers, and calculators:

| | |
|----------------------|------------------------|
| Whiteboards, markers | 4-hour loan |
| Phone chargers | 4-hour loan |
| Calculators | 2-hour or 24-hour loan |

Study aid items are not eligible for automatic renewals and cannot be renewed online. Request renewals in person at the Service Desk. All renewals are subject to availability.

Graduate Lockers

Graduate locker keys are checked out to graduate students for a 16-week loan period.

Graduate lockers are eligible for automatic renewals and can be renewed online or in person at the Service Desk.

Study Rooms

Graduate Study Rooms

Graduate study room keys are checked out to graduate students for up to an 8-hour loan period. All keys are due at closing.

Family Study Room

A family study room key is checked out to parents for up to a 4-hour loan period. At least one child must be present at the time of checkout. All keys are due back at closing.

Study rooms are not eligible for automatic renewals and cannot be renewed online. Request renewals in person at the Service Desk. All renewals are subject to availability.

Equipment

Equipment (laptops, VGA cables, adaptors, etc.) is checked out for a maximum of 4 hours. All equipment is due back one (1) hour before closing each day and cannot be checked out overnight. Return all equipment in-person to the Service Desk on the 1st floor.

Equipment cannot be renewed online. Request renewals in person at the Service Desk. All renewals are subject to availability.

CSU+

CSU+ is a service that students, faculty, staff, and administrators may use to borrow books and media from other California State University campuses.

CSU+ items are checked out for a 60-day loan.

CSU+ items are not eligible for renewal.

Interlibrary Loan (ILLiad) Items

Interlibrary Loan is a service students, faculty, staff, and administrators may use to borrow books and media from libraries outside the California State University system.

Interlibrary Loan items are checked out for a 21-day loan.

Interlibrary Loan item renewals are subject to the lending library restrictions. If available, renewals may be requested through ILLiad.

If you have questions about library materials and circulation, please contact the Library at (916) 278-6708 or lib-userservices@csus.edu.

You can also visit the Service Desk to ask your questions in person.