



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:

Patron Type	# of Items Allowed
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:

Patron Type	Course Reserves	Anatomical Models	Media Items	Study Rooms
Undergraduate students	2 items	1 model/ 1 booklet	5 items	1 Family
Graduate students	2 items	1 model/ 1 booklet	5 items	1 Family or Graduate
Full & Part-time faculty	Not available	Not available	10 items	1 Faculty Study
Staff/Administrator	Not available	Not available	10 items	Not available
Community users	Not available	Not available	5 items	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.

Patron Type	Regular Circulating Items	Educational Films	All Other Media
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 checkout 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.

Anatomical Models

Anatomical models are available for student checkout only. Students may borrow one (1) physical model, and one (1) pamphlet at a time. Models may be used in the library or within the library breezeway during the checkout period. All models are due back one (1) hour before closing each day, and cannot be checked out overnight.

Anatomical models are not eligible for renewal.

Crocker Art Museum Admission Passes

Crocker Art Museum admission passes are available for students to borrow for a 7-day loan. Present the pass at the museum 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:

Study Aid Type	Loan Period
Whiteboards, markers	4-hour loan
Phone chargers	4-hour loan
Calculators	4-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 available for parents or guardians to check out for up to 4 hours. Use of the family study room is limited to one (1) family at a time. At least one child must be present at the time of checkout. All keys are due back at closing.

Study room keys 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.

Faculty Study

Faculty Study keys are available for current faculty (including emeritus) and lecturers to check out for up to 8 hours. All keys are due at closing.

Faculty Study keys 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 not available through the Sacramento State University Library 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 materials not available through the Sacramento State University Library and CSU+.

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.

Library website: www.csus.edu/library