

COLLEGE LIBRARY SERVICES

Welcome to CSN College Library Services. For complete up-to-the-minute information on all our policies, hours, locations, services, and resources, please visit: www.csn.edu/library. The following are some quick guidelines for library use.

Your Library Card: To check out material or make use of our reserve textbook collections or interlibrary loan services, you must have a valid library card. Please remember that your library card is like a credit card and you are responsible for all items checked out on it. If your card is lost or stolen, please notify the circulation desk at any CSN library. Your first library card is free, a first replacement card is \$1.00 and any additional replacements will be \$5.00. Library cards expire a year from the date the card was issued.

Loan Periods and Fines:

Patron Type	Checkout Period	How Many	Overdue Fines **
CSN Students	CSN books - 21 days, 2 renewals* CSN DVDs (non-reserve) – 7 days CSN reserve materials - varies	Unlimited CSN books 50 UNLV books 2 CSN reserve items 3 CSN DVDs	CSN BOOKS/DVDs (non-reserve) - 20 cents/day CSN RESERVES – from 50 cents/hr to \$2.00/day
CSN Faculty	CSN books - 1 semester; 2 renewals* CSN DVDs (non-reserve) – 7 days CSN reserve materials - varies	Unlimited CSN books 50 UNLV books 2 CSN reserve items 3 CSN DVDs	CSN BOOKS/DVDs (non-reserve) - No overdue fines CSN RESERVES – from 50 cents/hr to \$2.00/day
CSN Part-time Faculty	CSN books - 21 days, 2 renewals* CSN DVDs (non-reserve) – 7 days CSN reserve materials - varies	Unlimited CSN books 50 UNLV books 2 CSN reserve items 3 CSN DVDs	CSN BOOKS/DVDs (non-reserve) – 20 cents/day CSN RESERVES – from 50 cents/hr to \$2.00/day
Community Borrowers	CSN books – 14 days, 1 renewal*	Limit of 3 CSN books No audio-visual, reserve or UNLV materials.	CSN BOOKS – 20 cents/day
CSN Classified Staff	CSN books – 21 days, 2 renewals* CSN DVDs (non-reserve) – 7 days CSN reserve materials - varies	Unlimited CSN books 50 UNLV books 2 CSN reserve items 3 CSN DVDs	CSN BOOKS/DVDs (non-reserve) – 20 cents/day CSN RESERVES – from 50 cents/hr to \$2.00/day

*No renewals on items with holds

** Replacement costs & processing fees vary for lost or damaged materials.

Return Library Materials: You **must return CSN library materials to one of the CSN libraries, to the UNLV Lied Library, or to the Nevada State College Library. Books returned to a branch of the Las Vegas Clark County Library will remain charged** to your library card until they reach one of the above libraries, and you will be responsible for fees assessed on overdue materials.

Renew Library Materials: Books and other library materials cannot be renewed by phone. You must come in with the books and your library card to any CSN library circulation desk. You may renew your books online via the *CSN Online Catalog* (choose the *View Your Record* option). You may not renew a book or other material if another patron has placed a hold on it.

Fines and Lost Books: Patrons with outstanding charges or overdue books within the NSHE system may lose their library privileges and students with billed books, fines and fees of \$50 or more will be placed on "*Registrar Hold*" with the CSN Cashier's Office. Diplomas or transcripts will not be released and you will not be able to register for classes until these charges are cleared from your record. Overdue notices are sent as a courtesy. If you do not receive a notice, you are still responsible for returning overdue library materials and/or payment of any fees or fines incurred. It is your responsibility to notify the library of any address changes, so that you may receive notification of overdue materials or fines owed.

Can't Find the Material You Need? If you cannot find the materials you need in the library, ask for assistance at the *Reference Desk*. If a book has been checked-out, you may place a hold on it at the *Circulation Desk*. You will be notified by telephone or e-mail when the book is available. We hold materials for seven days from the time we notify you. If a book that is supposed to be on the shelf cannot be located, please report this to a librarian at the *Reference Desk* so a search can be initiated.

Interlibrary Loan: If the libraries at CSN, UNLV, or NSC do not have the books or other materials you need, student and faculty borrowers may use our *Interlibrary Loan* service to request an item that is not listed in the *CSN Online Catalog*. *Interlibrary Loan Request Forms* are available in each campus library. As a convenience, *Interlibrary Loan Requests* may also be submitted directly online via the *CSN Online Catalog* (choose the *Request a Book* or *Request an Article* option from the main screen, and follow the onscreen instructions).

Looking for a Copy of Your Current Course Textbook? Our campus libraries all maintain *Reserve Collections* of **some, but not all**, CSN course textbooks. Most of these items are placed in the library collections by the instructors for limited in-library use. Please visit www.csn.edu/pages/2635.asp for further information on these collections.

Campus library phone numbers: Charleston- 651-5723; Cheyenne- 651-4014; Henderson- 651-3066.

If you need reference or research assistance, ask a CSN librarian – we're here to help you find and use the best information to solve problems and succeed in achieving your academic, professional, or personal goals.

Revised 12/1/11



College Library Services- get the facts!