

Pollak Library Hours

Spring Semester 2007

January 20—May 18

Monday—Thursday: 7:30 am—10:30 pm

Friday: 7:30 am—5:00 pm

Saturday: 10:00 am—5:00pm

Sunday: Noon—7:00 pm

Spring Break Hours March 26—30

Monday, March 26 7:30 am—5:00 pm

Tuesday, March 27 7:30 am—5:00 pm

Wednesday, March 28 7:30 am—5:00 pm

Thursday, March 29 7:30 am—5:00 pm

Friday, March 30 CLOSED

Commencement Weekend

Saturday, May 19 6:30 am—1:00 pm

Sunday, May 20 6:30 am—1:00 pm

CLOSED

Monday, Feb. 9 President's Day

Friday, March 30 Caesar Chavez Day

The Library will uphold the University's commitment to making learning preeminent through its support and enhancement of the teaching, learning, and research activities of the California State University, Fullerton community. The Library will be the hub of an information and instruction network, designed to facilitate the delivery of recorded knowledge and information.

The Library will direct its resources and activities towards the goals articulated in the University's Mission, Goals & Strategies.

California State University Fullerton
www.fullerton.edu

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Library Guide for CSUF Students

Spring 2007

Pollak Library Website
www.library.fullerton.edu

California State University Fullerton

The Library Itself

The Pollak Library is located near the center of campus comprising two buildings joined by an atrium. The older side of the building is known as “Library South” and the newer side is “Library North”.

Computers:

- Approximately 130 computers are available on the first floor of Library North offering access to Internet, library electronic resources and MS Office
- Printing is available, 10¢ b-w, 50¢ color, using your Titan ID Card
- Titan Lab is in the basement of Library North with about 240 computers offering Internet, library electronic resources, MS Office Suite and scanners. Titan ID Card is required.
- Wireless access is available throughout most of the library. Users will be prompted to log in using their Fullerton email address and pin number.
- 20 laptops are available for students to checkout — see the Computer Support Desk on 1st floor North
- Computers with adaptive technology are available in room 106 of Library North. A letter from DSS is required, ask at the Reference Desk for entry

Books

- Reference collection on first floor Library North (encyclopedias, handbooks, dictionaries)
- Books are located on the 4th, 5th and 6th floors of Library South
- Self-checkout machines are located near the Circulation Desk on Library South first floor

Work / Study Areas

- Group study rooms available on the 2nd, 3rd and 4th floors of Library North—reserve using your Titan Card at the Circulation Desk on the first floor of Library South.
- Two “Smart Group Study Rooms” with high-end technology tools (plasma screen for computer projection, audio/video capture, smart whiteboard) are available for students. Check one out through the Computer Support Desk on 1st floor North
- Tables and comfy chairs for studying—all floors
- Quiet study area on 3rd floor Library North

Photocopiers

- Copiers are available near the atrium on the first floor of Library South (10¢ page, cash or Titan Card)

Library Website

www.library.fullerton.edu

- Access over 200 library databases through the **FIND ARTICLES** link or **DATABASES A-Z** list. Use these electronic tools such as *Academic Search Elite*, *PsycINFO*, *ERIC*, *Education Full-Text*, *Factiva* and *Proquest Newspapers* to search for journal, magazine, and newspaper articles on any of your course subjects
- Often the full-text is immediately available through the database...but if not, use the integrated **SFX** tool to track down the complete item. It will check for availability across all of our library resources and push you to the resource. If we don't have access to the item, you may request it through Interlibrary Loan (ILLiad)
- **INTERLIBRARY LOAN (ILLiad)** is a free service for students through which you may request articles or books that the Pollak Library doesn't own. We will try to obtain the item through national borrowing channels. Articles will be delivered electronically to your ILLiad account and books will be kept at the Circulation Desk at the Pollak Library for you to pick up (allow 3—10 business days). You will receive an email alerting you that the item is available. Access ILLiad through the SFX tool or the library homepage
- Create your own **REFWORKS** account—a online citation management tool to organize your citations and even generate a reference list of your sources
- To identify books for your research, you can use the **LIBRARY CATALOG** where you may search by subject or keyword
- Check your own library record and renew books online
- Check **RESEARCH GUIDES** for discipline-specific help or *Special Topics Guides* on specific subjects such as aging, immigration, statistics, women, child abuse, etc.
- **OFF CAMPUS ACCESS** to library resources has never been easier. As you try to enter any of our subscription resources you will be prompted to log into your CSUF portal (Username = Campus-Wide ID, Password = Pin Number). If you experience any technical problems logging in from home, call the Titan Help Desk at: (714) 278-7777 or email helpdesk@fullerton.edu

Library Services

Research / Reference Assistance

- The Reference Desk is on the first floor of Library North. A librarian is always available to help you with research—please come ask!
- Reference service is also available via telephone, email, research appointment and online chat (24/7). Check the **Ask A Librarian** link from the library homepage for more info

Computer Assistance

- The Computer Support Desk staff can help you with basic computer applications assistance, printing and wireless connectivity. They are located on the first floor of Library North.
- They also sell floppy disks, CDRW and flash drives

Tutoring Assistance

- The new Tutoring Corner is staffed by tutors from the Writing Center and the Learning Center. Head to the Northwest corner of the first floor of Library North to check their hours or make an appointment

Circulation

- The Circulation Desk on the first floor of Library North is where you check out books, pick up LINK+ and ILLiad books and pay any library fines.
- Students may have up to 100 books checked out at one time
- Check-out is for 60 days with one renewal permitted (one additional 60 day loan period). Every borrower is guaranteed a minimum of 10 days to use a book. After 10 days, the library may hold or recall a book from you so that another patron may use it or so that it may be placed on course reserve.
- Adjacent to the Circulation Desk is **TITAN CARD** where you get your student ID card and add money to your card

Course Reserves

- Instructors may put supporting class material on reserve through the library—print material, audio-visual items and more frequently electronic reserves. To find out if something is on reserve for you class:
 1. Log into your student portal www.fullerton.edu
 2. Click on the BLACKBOARD tab
 3. Click on the MY CONTENT tab
 4. Click on the Course Reserves button
 5. Click on the ERESERVES button
 6. Select your course + title of the item you want