Los Angeles Library
Boundless Information

Library Guide
Academic Year 2010-2011

http://library.alliant.edu

Front Desk: 626-270-3270
Library Fax: 626-284-1682

LIBRARY HOURS

Fall and Spring Semesters

Monday - Thursday  8:30 a.m. - 8:00 p.m.
Friday              8:30 a.m. - 6:00 p.m.
Saturday & Sunday   12:00 noon - 5:00 p.m.

* Please complete all circulation and other transactions 15 minutes before closing.*

Hours during Summer, Intersession and Holiday periods vary.
Due to staffing and other issues, hours may be subject to change with little or no notice.
The Library hours schedule is available in the Library, on the Library web site,
and on the Library Hours Information Line, 626-270-3270.
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Library Policies, Purchase Suggestions for Library Materials, Library Service Assistance

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Reference and Research Consultation, Classroom Presentations, Literature Searches, Purchase Suggestions for Books and Multimedia

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Circulation, Link+, Course Reserves, Testing Materials, Audio-Visual Equipment
Three Requests of the Library

Use Your Card for Checkouts

Please bring your Alliant photo ID card to check out materials from the Library. This saves you time at the check-out desk and helps ensure that materials are checked out to the correct person.

Please Let Us Reshelve Books and Journals

When you use books and journals in the Library without checking them out, please do not return them to the shelves. When finished, please place these items on a shelving book cart, which you may find near the book stacks and at the Circulation Desk. This helps us to track use of materials not checked out and to shelve them correctly.

Food or Drink in the Library

Please be considerate of others by eating and snacking outside the Library. There is a student lounge across the hall from the Library which is very handy for eating, and which has a refrigerator, microwave, and water dispenser. Please bring beverages into the Library only if they are in securely spill-proof containers such as travel mugs and water bottles. Drinks are not allowed at the computer stations. If you are making a brief visit to the Library, you may leave food and drink containers on the window ledge outside the Library entrance.

Thank you!
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A Guide to Library Materials

Library Online Catalog - http://library.alliant.edu

The online catalog lists books, journals, audio and video materials, doctoral projects, dissertations, and assessment materials owned by all of the Alliant libraries. The online catalog will give you call numbers and locations, and show you if the item is available for borrowing, already checked out, overdue, or on Course Reserve.

Search Tips

👩‍💻 In the Library catalog search box, click Advanced Search. To limit your search to the LA Library, select Location: Los Angeles Campus.

👩‍💻 Limit your search to certain types of library materials (e.g. books, videos) by making your selection in the Material Type list.

👩‍💻 For assistance in using the online catalog, carefully read all the information on the search screens. For additional assistance, please ask a library staff member.

Books

Books that may be checked out of the Library are shelved in the Main Collection, arranged by Library of Congress call number. Main Collection books may be checked out for 28 days and renewed twice, if not requested by another patron.

Reference Books

Reference books - encyclopedias, directories, handbooks, etc. - are shelved in the Library’s main room, arranged by Library of Congress call number. The Assessment Reference Section is located on the index tables around the corner from the Circulation Desk. The books contain sources of information about psychological tests, sometimes including the actual scales. Reference books may be used in the Library only.

Journals and Periodicals

Journals and periodicals are shelved on the north side of the Library’s main room, arranged alphabetically by title. Journals and periodicals may not be checked out of the Library. Please make use of the copiers available in the Library to photocopy selected pages from journals.

Search Tip

👩‍💻 On the Library web site, click on List of Online Journals to search for a journal title. If it is available online, below the title there will be a blue link to the provider of the journal.

➢ In the Library catalog box, click Advanced Search, then the TITLE tab and enter the title of the journal.

➢ If the results show a title with [electronic resource] at the end, follow the links to access the journal.

➢ Click on the title to see if the LA Library has it and look for it in the stacks.

➢ If another Alliant Library has it, complete an interlibrary loan request.

➢ If Alliant does not have the journal, complete an interlibrary loan request.
**Doctoral and Masters Projects**

Doctoral projects authored by Alliant-LA students are bound in red and masters projects are bound in yellow. They are shelved, alphabetically by author, near the south wall of the Library's main room. Projects may be checked out for 28 days and renewed twice. Doctoral Project videos may be requested at the Circulation Desk and checked out for one week. For projects completed before 2004, if the circulating copy is unavailable, you may request the archival copy from the Circulation Desk for use in the Library. Doctoral and masters projects are not available online at this time.

**Search Tips**

👩‍🏫 On the Library homepage, click on Alliant Theses to search for Alliant doctoral projects by chair or methodology. Searches can also be limited by degree, school, author, or title.

- Click the Tips link for more info

👩‍💻 Or using the Library catalog, click Advanced Search and select Material Type: Thesis.

- In a Keyword search box, key in the degree awarded (Psy.D.) in a search box and use the pull-down feature to change Any Field to Note. Add any other keywords in another search box.

**Dissertations**

Dissertations authored by Alliant-LA students are bound in green and are shelved, alphabetically by author, on the south wall of the Library's main room. They may be checked out for 28 days and renewed twice. For dissertations before 1997, if the circulating copy is unavailable, you may request the archival copy from the circulation counter for use in the Library. Dissertations completed after 1996 are available online through ProQuest Dissertations and Theses.

**Search Tips**

👩‍🏫 On the Library homepage, click on Alliant Theses to search for Alliant dissertations by chair, methodology, statistics or tests used in the research. Searches can also be limited by degree, school, author, or title.

- Click the Tips link for more info.

👩‍💻 Or using the Library catalog, click Advanced Search and select Material Type: Thesis.

- In a Keyword search box, key in the degree awarded (Ph.D.) in a search box and use the pull-down feature to change Any Field to Note. Add any other keywords in another search box.

- To search by program, key in a key word such as Psychology for California School of Professional Psychology or Education for the Graduate School of Education and use the pull-down feature to change Any Field to Note.
➢ To search for dissertations online, click on Research Databases on the Library home page and choose the database ProQuest Dissertations and Theses - Full-text.

➢ For Alliant dissertations only, limit your search by “School Name” and enter Alliant International University and/or California School of Professional Psychology.

Audiocassettes
Audiocassettes are shelved, alphabetically by title in the stacks of the Library’s main room. They may be checked out for 28 days but may not be renewed.

Search Tip
In the Library catalog search box, click Advanced Search. Select Material Type: Audio.

Videocassettes and DVDs
Videocassettes and DVDs are maintained in a locked cabinet on the Library’s south wall. Videos labeled as ‘Day Use Only’ may be borrowed for use on campus, for same day use only. Other videos may be checked out for 7 days with 1 renewal. After selecting a video, note its call number and request it by this number at the Circulation Desk.

Search Tip
In the Library catalog search box, click Advanced Search. Select Material Type: Video/Film.

Audio-Visual Equipment
A limited number of laptops, multimedia projectors, digital camcorders, audio cassette players, and slide projectors are available for instructional use. All equipment is for classroom use and cannot be removed from campus. The use of this equipment should be reserved or booked well in advance with the Library. Special arrangements for after-hours return or pick-up of A-V equipment can be arranged by inquiring at the Circulation Desk.

Digital video burners are available for library use only. The Library does not provide materials on which to record media. These items can be purchased at stores that sell electronic devices or office supplies.

Assessment Materials
Psychological tests are housed in the Library for use by students and faculty for training purposes only. Test kits may be requested at the Circulation Desk by title and checked out for 7 days, but the loan period may be reduced for certain tests during certain time periods due to supply and demand. Test kits may not be renewed, and a student must wait one day before requesting the same title again. Supplementary test manuals may be checked out for 4 days. Scoring templates are for library use only. Scoring software for some tests such as Woodcock-Johnson are installed on a computer in the Computer Lab.

To encourage prompt return so that test kits and materials are available to other students, the overdue fine for assessment materials is $10.00 per day and per test.
Test kits must be returned when the Library is open so the contents can be inventoried in the presence of the borrower, who is financially responsible for replacement of missing or damaged pieces. When you check out a test, inventory it yourself before you leave the Circulation Desk, to ensure that the test is complete. When you return the test materials ensure that the content is in the correct order.

Protocols (answer sheets, profile forms, etc.) will be distributed through instructors to students enrolled in assessment courses. The Library does not provide protocols directly to students.

Students at practicum and internship sites may also check out assessment materials. To do so, a student must present a letter on agency letterhead that includes: the name and licensing credentials of the agency staff member who will directly supervise the use of tests, the titles of such tests, and the completion date of the placement. Protocols are to be provided by the agency.

**Search Tip**

- Assessment kits are listed by title, author, and acronym in the online catalog.
- In the Library catalog search box, click ADVANCED SEARCH. Limit by Material Type: Test Kit.

**Suggestions for New Materials**

Please make suggestions to a Librarian for any materials you recommend that the Library purchase. You can also suggest purchases through the Library homepage.
Course Reserves

The Library maintains course reserves for readings required by instructors for specific classes. Items on reserve may be identified in the online catalog by course name or instructor.

Physical materials (e.g. books) are placed on Library Reserve and are available for use only within the Library. Request these items at the Circulation Desk by call number and title.

Some readings (e.g. journal articles) are available online through Electronic Reserves, or e-Reserves. Passwords to access e-Reserve items will be distributed by instructors in the classroom. The Library will not provide e-reserve passwords directly to students.

Search Tip

💡 On the Library web site, click on Course Reserves.

- Search for your course by Course Name or Instructor.
- If the item location is "LA Course Reserves," ask for the item by call number and title at the Circulation Desk.
- If the item location is "LA E-Course Reserves," click on the title. Enter your name, Library barcode, and the password given to you by your instructor to access the reading.
Online Resources

E-Books
Numerous books and reference books are available through the Library online. Electronic books, or e-books, can be searched for in the Library online catalog. They can also be searched and accessed by searching in the Research Databases listed under the eBooks tab.

E-books through NetLibrary can only be viewed one page at a time. Pages may be printed one at a time, but due to copyright restrictions, the total number of pages you can print is limited and varies by book. If an e-book is in use or checked out, it cannot be viewed at the same time by another user. Creating an account to log in is not necessary to view an e-book, but you will need to create a NetLibrary account to access them off-campus.

E-books through PsycBOOKS can be viewed and printed by chapter.

The DSM-IV-TR, DSM-IV-TR Handbook of Differential Diagnosis, DSM Cases, and other books may be accessed through the Research Database, PsychiatryOnline.

Sage eReference has full-text specialized encyclopedias on a variety of topics such as business, criminal justice, education, psychology, and more.

Search Tips

E-book records in the catalog can be identified by [electronic resource] at the end of the title.

- Limit your search to e-books by clicking the View Entire Collection drop down menu and selecting "Online Books and Journals"
- Or by Limiting your Advanced Search by Location and selecting "Online Books and Journals."
- Or click on Research Databases on the Library home page and choose from the location list; NetLibrary, PsycBOOKS, PsychiatryOnline, or Sage eReference to search for e-book titles.

E-Journals
Electronic journals, or e-journals, can be accessed several ways. The Library home page has a link to search for online journals by clicking on List of Online Journals. You can also search the Library online catalog under the title of the journal. Research Database searching will also lead you to journal article citations which often link directly to the full text articles online.

The Los Angeles Business Journal, Consultants News, JAMA and some other journals, require a user ID and password that can be obtained from Library staff.

If a journal is not available online the Library may have a print subscription, so you should also search the Library online catalog under the title of the journal. If the Library does not have an online or print subscription or access to a journal title, specific articles can be obtained through interlibrary loan services. Ask a library staff member if assistance is needed.

Search Tips

On the Library homepage, click on List of Online Journals to search for the journal title. If it is available online, below the title there will be a blue link to the source or provider of that title.
In the Library catalog search box, click Advanced Search, then the TITLE tab and enter the name of the journal. E-journal records in the catalog can be identified by the description [electronic resource].

Limit your search to the e-books by clicking the View Entire Collection drop down menu and selecting "Online Books and Journals"

On the Library homepage, click on Research Databases, and choose a database that specializes in your subject. Some databases provide direct links to articles in e-journals in PDF or HTML format.

**Electronic Research Databases**
The Alliant Library subscribes to numerous online databases that cover journals and other types of publications. Databases contain citations for books, journal articles, dissertations and other materials. Most databases include abstracts of the documents and some also contain full-text articles, chapters, or other documents. Online databases can be accessed from both on and off campus. When using the databases from on campus, it is suggested that you download or email results exceeding 50 citations to yourself in order to save cost and paper.

Instructions for use of many of the databases are available on the Library web site by clicking on the Search Guides link.

**Search Tips**

Many research topics are multi- and interdisciplinary, so it is useful to search more than one database.

- To determine which databases to search, consider which academic disciplines or subjects relate to your topic and browse the List of Research Databases.

- Break down your topic into its component concepts. For example, “acculturative stress in immigrants” breaks down into “acculturat*” “stress,” and “immigrants.” Enter each subtopic on a separate line in the search boxes.

- Synonyms and similar terms can be added together in the same search box with the operator OR.

- Use the Subject or Thesaurus feature in the database to identify other search terms for your topic.

- If a citation you locate is not available full-text, look up the book or journal title in the Library Online Catalog.

- You can save your search results by registering for an account with the database.
How to Borrow Library Materials

Who May Use the Alliant-LA Library?

Students, faculty, staff, and alumni of Alliant-LA or other Alliant campuses have borrowing privileges at the Alliant-LA Library. Other interested professionals and community members may use Library materials in the Library only. Assessment materials may be viewed only by Alliant students, faculty, staff, and alumni.

Alliant Library Borrower Accounts & Email

The Library issues each library user a barcode for their Alliant Photo ID Card. This card must be presented whenever materials are borrowed. If you wish to send someone else (such as a friend, spouse, or teaching assistant) to the Library to check out materials for you, you must also send your card and a signed note indicating your permission for them to use your card. Use of the Library card constitutes agreement by the borrower to observe the policies and procedures of the Library and to be financially responsible for all materials borrowed on that card.

Your library barcode number is also required for off-campus access to research databases, to request books or interlibrary loans, and to view your library record.

Current students and faculty must use their Alliant email address to facilitate the delivery of library notices and documents.

All students must settle their Library accounts prior to graduation, leave of absence, or other withdrawal from school.

Confidentiality of Library Records

In accordance with the law and the Library Bill of Rights, Library records are confidential. The Library staff will NOT tell you who has checked out a specific item, nor will they tell another patron which items you have checked out. In cases of emergency, the staff may call another patron for you to see if an early return can be arranged.

Viewing Your Library Account

Through "My Library Account" on the Library web site, you have the ability to review and manage your Library record online. You can check the due date for items that are checked out to you, renew books, view the status of holds and requests you placed for books, and see if you have any fines on your account. To access:

- Click on My Library Account.
- Enter your last name and your library barcode.
- Click on the ‘Submit’ button.

Checking Out Library Materials
Present your Alliant photo ID card and the materials to be checked out at the Circulation Desk. Materials will be stamped with the due date.

**Loan Periods**

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>28 days, two renewals unless blocked by hold etc.</td>
</tr>
<tr>
<td>Dissertations</td>
<td>28 days, two renewals unless blocked by hold etc.</td>
</tr>
<tr>
<td>Doctoral Projects</td>
<td>28 days, two renewals unless blocked by hold etc.</td>
</tr>
<tr>
<td>Doctoral Project Videos</td>
<td>7 days, one renewal unless blocked by hold etc.</td>
</tr>
<tr>
<td>Masters Projects</td>
<td>28 days, two renewals unless blocked by hold etc.</td>
</tr>
<tr>
<td>Day Use Only Videos</td>
<td>on-campus use only</td>
</tr>
<tr>
<td>Videos</td>
<td>7 days, one renewal unless blocked by hold etc.</td>
</tr>
<tr>
<td>Test Kits</td>
<td>7 days, no renewals *</td>
</tr>
<tr>
<td>Supplementary Test Manuals</td>
<td>4 days, no renewals</td>
</tr>
<tr>
<td>Periodicals</td>
<td>library use only</td>
</tr>
<tr>
<td>Reference Books</td>
<td>library use only</td>
</tr>
<tr>
<td>Scoring Templates</td>
<td>library use only</td>
</tr>
<tr>
<td>Course Reserve Books</td>
<td>library use only</td>
</tr>
<tr>
<td>LINK+ Books</td>
<td>21 days, one 14-day renewal unless recalled, etc.</td>
</tr>
</tbody>
</table>

*Loan periods—especially for Test Kits—may vary at times due to supply and demand issues.

**Returning Library Materials**

You are responsible for Library materials checked out in your name until they have been returned properly, as described below:

💡 When the Library is open, you may return materials, except assessment kits, through the book drop at the Circulation Desk or by handing to the person staffing the Circulation Desk.

- Do not place such items on top of the Circulation Desk, on a shelving truck, and do not reshelve them.

- Assessment materials must be given directly to a Library staff member so that the contents may be inventoried in your presence.

💡 When the Library is closed, secure Library materials with rubber bands and return them through the book drop located to the right of the Library front door.

- This book drop is always available as the campus building is open 24 hours a day, 7 days a week. Please do NOT return materials in the Library mailbox in the first floor mailroom.

**Renewing Library Materials**

Library books, doctoral dissertations, and doctoral projects are renewable. These items may be renewed up to two times, unless they have been requested by another library user. If the item has been requested by another library user, this blocks your renewal of the item and it should be returned on the date due or earlier.

💡 Renew books online by logging on to "My Library Account" at the Library's website and selecting the books you want to renew.
Renew books by phone by calling the Library Circulation Desk at 626-270-3270.

- When renewing by phone, you must speak with a library staff member rather than leaving a voicemail message. You will be asked to provide your name, your library barcode number, the book's title, and the book's barcode number.

Holds and Requests

Through the Library's website, you may request an item that is checked out or that you would like to place on hold:

- Search for the item's record in the catalog.
- Click on the 'Request' button.
- Enter your name and library barcode number.
- You will be notified by email when the item is available.
- Items are held at the Circulation Desk for 10 days.

If an item you have checked out is requested by another user, you may keep the item until its due date, but you will not be able to renew it. Please note that items needed for Course Reserves are recalled and must be returned immediately upon receipt of the recall notice.

Overdue Library Materials

Limitations on use of library materials are based on the principle of library collections being shared resources. When library materials are not returned on time, they are not available to other students and faculty in an equitable manner. To encourage prompt return of materials, the Library charges fines when materials are overdue, as follow:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.50 / day</td>
<td>Books, dissertations, doctoral projects, videos, audiocassettes</td>
</tr>
<tr>
<td>$0.50 / hour</td>
<td>Course Reserve books or articles</td>
</tr>
<tr>
<td>$1.00 / day</td>
<td>LINK+ books</td>
</tr>
<tr>
<td>$10.00 / day</td>
<td>Assessment materials</td>
</tr>
</tbody>
</table>

You are encouraged to pay fines as they are incurred. There is no amnesty for fines. If library fines and fees accumulate to $50.00 or more, the library system will automatically revoke library privileges, including off-campus access to research databases and a hold on your Alliant student account.

Additional Consequences

The Alliant-LA Library takes seriously its mission of providing equal access to materials to support classroom instruction, research, and clinical training. When a library user abuses the privilege of library use by ignoring overdue notices or not paying fines, consequences ensue, including:

- If you do not respond to three overdue notices, the material is considered lost by you, and you are billed for cost of replacement plus a $15.00 per item service fee.
- Out of print materials are valued at a minimum of $50.00 per item plus the $15.00 service fee.
- Dissertations and Masters and Doctoral Projects are billed at $75.00 per item plus the $15.00 service fee.
- If the material is returned, the replacement fee will normally revert to an overdue fine. Since we prefer to have materials returned rather than to purchase and process replacements, an overdue fine for returned materials does not exceed the replacement cost of an item.
Failure to pay replacement fees or to return library materials will result in revocation of library privileges. In addition, excessive and/or outstanding library accounts may be transferred to the Business Services Office for payment. In the Business Services Office, such unpaid accounts may affect your registration or be grounds for Administrative Suspension.

**Accessing Materials from Other Libraries**

ALLIANT-LA students, faculty, and staff may request materials that are not available in our Library.

- There are several ways to access library items:
  - Library users should begin their search with the Alliant Library Online Catalog to determine if it is at an Alliant campus.
  - If the item is a book and is not available through the Alliant Library, LINK+ should be searched next.
  - The last step would be to submit an interlibrary loan request.
  - No fee is charged for Alliant Paging, LINK+, or interlibrary loan requests if the cost of acquiring it is $15 or less. If the cost will be greater than $15, the requestor will be contacted and advised before the item is obtained.

**Requesting Materials from Other Alliant Campuses**

- If an item is available at another Alliant campus:
  - Search for the record of the item in the online library catalog.
  - Click on the Request button along the top of the record.
  - Submit your request by entering your name and your library barcode number.
  - You will receive a notice by email when the item is on the hold shelf, usually in 3-4 days.
  - Books will be held for you to pick-up for 10 days only.

**LINK+ Libraries and Services**

LINK+ allows you to search a catalog of 7 million titles available at some 50 academic and public libraries with which Alliant has a cooperative arrangement.

**Requesting Books Through LINK+:**

- From the Library web site, click on LINK+ to search for books available at Alliant and other participating institutions.
  - Click on the title.
  - Click on the Request This Item link.
  - Choose Alliant as your institution.
  - Enter your name and library barcode number.
  - Choose LA Library in the Pick-Up Location pull-down menu or at another library that is convenient for you to pick them up.
  - If you plan to pick the book up at another institution, look up the hours, parking and other relevant information.
  - You will receive a notice by email when the item is available at the library you indicated, often within 3-4 days.
  - Books will be held for pick-up for 10 days only.

**LINK + Borrowing Policies:**

- The loan period for books is 21 days.
- Items may be renewed one time only for 14 days.
The fine for overdue books is $1.00 per day, per item.
You will be billed $115.00 for the replacement of books that are damaged or lost.

Visiting LINK+ Libraries.

You may visit and check out books from LINK+ member libraries as a visiting patron. Below is a list of LINK+ libraries that you may visit in the Greater Los Angeles area:

Azusa Pacific University
Biola University (La Mirada)
Cal Poly Pomona
Claremont Colleges
CSU Long Beach
La Sierra University (Riverside)
Loma Linda University
Mount St. Mary's College (Downtown and West LA)
Riverside Public Library
University of La Verne
Whittier College

- You must present your Alliant ID card to borrow books from LINK+ member libraries.
- To check out items directly from the institution, your Library account must be current and in good standing.

Interlibrary Loan

If you need a book, dissertation, journal article, book chapter, or other library materials that the LA Library does not have available in its collection or online, you may submit an interlibrary loan request:

💡 On the Library web site, click on Interlibrary Loan.
- Enter your name and library barcode number.
- Select the tab for the type of item you would like to request.
- Enter complete and accurate information from the citation.
- The request may take up to 7-21 or more business days to receive.
- Whenever possible, your request will be delivered as a PDF directly to your Alliant email address.
- If your request cannot be delivered electronically, you will be notified when it is ready for you to pick up at the Circulation Desk.
- For ILL books, you will be bound by the lending library's due date and renewal policies.
Other Library Services

Reference and Research Consultation - Library Training and Instruction

Library staff can assist you with using the Library online catalog, research databases, requesting books from other Alliant libraries and LINK+.

The Research and Instruction Librarian is available to assist you with your research and in locating materials for classes, field placements, dissertations, and doctoral projects.

Assistance and training is offered on a drop-in basis, by appointment, and via phone or email by contacting Stephanie Ballard - sballard@alliant.edu - 626-270-3272. Consultation sessions for research projects and those who would like to receive training in developing a literature search are available by appointment.

Library Computers and Wireless Access (WiFi)

- The Computer Lab has 21 computer workstations. An Alliant user ID and password are required to login and use a computer. Each computer has a USB cable to connect flash drives. Photocopier/printers are also available in the Computer Lab.

- There are an additional six catalog and quick reference computer stations in the main room of the library. One is a standing station is dedicated for searching the catalog, brief research database searches, and training demonstrations.

- There is also wireless access in the Library and at Alliant.

Copiers

The Library provides photocopiers that are located in the Computer Lab:

- Cash price is $.10 per page for black and white copies and $.40 per page for color copies.
- Copy cards may also be used as a convenience with the same charges per page.
- Please report copier malfunctions to the staff at the Circulation Desk.

Fair use guidelines of the U.S. Copyright Law allow you to make one copy of an item for your personal use without the permission of the author. The law does not allow copying of printed or electronic materials for commercial publication or use.

Group Study Rooms

- Two study rooms are available for group or individual study.
- You may be able to book these rooms in advance if necessary, but normally they are available only on a first-come first-served basis.

Services for Library Users with Disabilities

To provide equitable access to library services and resources, Library facilities have been designed with respect to physical disabilities, including ADA-compliant aisles and one wheelchair-height workstation and
photocopi. The library staff also will provide the following services for self-identified library users with

disabilities, upon request:

- retrieve books and journals from inaccessible shelves
- place library materials on more accessible surfaces
- provide training for attendants, readers, or personal assistants in the use of the Library
- provide assistance in evacuating the library in the event of an emergency

It may not be possible to fulfill these requests immediately, but every effort will be made to honor them as
quickly as possible. Requests from library users with disabilities will receive the same priority as requests
from all other library users, except in the case of an emergency evacuation, when they will receive first
priority.

Due to staffing constraints, the library staff is not able to provide lengthy assistance in photocopying for
students with disabilities.

Contact the Student Affairs Coordinator for additional questions, concerns, or accommodation requests
regarding Library services for library users with disabilities

Book Sale
Books that the Library has withdrawn from the collection and other books the Library receives
that are not within the scope of the Library's collection development policy are for sale in the
hallway. Prices range from $0.25 to $3.00 and can be paid for at the Circulation Desk.

Lost and Found
Please see the Receptionist during regular office hours for any lost or found items. After hours, please
check with security in Building A-0 (near the visitor's parking lot under the green awning). Items will be
routed to security within 24 hours of receipt.