HOURS

Spring & Fall
Mon - Thur: 8:30am - 9:00pm
Friday: 8:30am - 5:00pm
Saturday: 11:00am - 5:00pm
Sunday: 11:00pm - 5:00pm

Summer
Mon - Tues: 8:30am-8:00pm
Wed - Fri: 8:30am - 5:00pm
Saturday: 11:00am-5:00pm
Sunday: CLOSED

Holidays & Intersession
Please check the library homepage under “Hours” for revised schedules and holiday/spring break closures.

CONTACT US

Circulation Desk: 415-955-2131
Interlibrary Loans: 415-955-2158 [djones@alliant.edu]
Reference: 415-955-2068 [bseguin@alliant.edu] or 415.955.2157 [jtally@alliant.edu]
Reserves: 415-955-2159 [jhavel@alliant.edu]
Blog, Twitter, and Facebook pages can be found on the library’s homepage.

Jessi Havel • Course Reserves • jhavel@alliant.edu • 415-955-2159
Dean Jones • Circulation/ILL Supervisor • deanjones@alliant.edu • 415-955-2158
Brian Seguin • Librarian • bseguin@alliant.edu • 415-955-2068
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Circulation

A current Alliant identification card (I.D. card) is required to check out items. Loan Policies are as follows:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
<th>Number of Renewals</th>
<th>Overdue Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Theses</td>
<td>28 Days</td>
<td>Two 28-Day Renewals</td>
<td>.50 per late day, per item</td>
</tr>
<tr>
<td>(All users except Faculty)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books (Faculty)</td>
<td>56 Days</td>
<td>One 56-Day renewal</td>
<td>.50 per late day, per item</td>
</tr>
<tr>
<td>LINK+</td>
<td>21 Days</td>
<td>One 14-Day renewal</td>
<td>$1.00 per late day, per item</td>
</tr>
<tr>
<td>DVDs/VHS</td>
<td>7 Days</td>
<td>7-Day Renewal (if no hold on item)</td>
<td>$1.00 per late day, per item</td>
</tr>
<tr>
<td>Laptops &amp; Projectors</td>
<td>Up to 3 HRS</td>
<td>3-HR Renewal (if no hold on item)</td>
<td>$10.00 per late hour, per item</td>
</tr>
<tr>
<td>Reserves</td>
<td>Until Close</td>
<td>n/a</td>
<td>$1.00 per late day, per item</td>
</tr>
<tr>
<td>Journals</td>
<td>Non-Circulating</td>
<td>Non-Circulating</td>
<td>n/a</td>
</tr>
<tr>
<td>Tests</td>
<td>1 to 3 Days *Inquire at Circ Desk</td>
<td>Non-Renewable</td>
<td>$10.00 per late day, per item</td>
</tr>
</tbody>
</table>

Renewals, Overdue Fees & Notices

Please return or renew all materials promptly to avoid accruing fines. Items that are not being held for another patron can be renewed by using the “My Library Account” link on the library home page or by calling the library at 415-955-2131. All LINK+ items MUST be renewed through “My library account”. **PLEASE NOTE:** If you have reached your renewal limits, or, if there is a hold on the item, you will need to return the item to the library.
Maximum overdue fines include the replacement cost of the item plus a processing fee. Charges for lost books include the cost of replacement plus a $15.00 processing fee. If current costs cannot be determined, a charge of $50.00 plus a processing fee will result. Lost or damaged videocassettes and DVDs, equipment, and tests are individually priced. The lost or damaged cost for a LINK+ item is $115.

Notices from the library are sent directly to the primary e-mail address listed on your account. However, there is now the option to receive notices more rapidly via SMS text alerts. To learn more about this service visit the library’s blog at:

http://alliantlibrary.wordpress.com/2011/04/05/new-feature-available-sms-alerts/

For an overview of the Terms & Conditions:

http://library.alliant.edu/screens/sms.html

ALUMNI / VISITORS

Please see the “Alumni & Visitors” link on the homepage for further details on policies for Alliant and CSPP alumni and visitors. Graduates from Alliant International University, AU, CSPP, USIU and Cal Western University are entitled to certain library privileges. With an ID card from the Alumni office and a library account you may access special Alumni databases and borrow books, dissertations & AV materials from Alliant Library and LINK+ libraries.

TESTING MATERIAL

The accessibility of psychology tests is dependent upon availability. The number of copies owned for each test is wide-ranging. Tests are ‘booked’ by contacting the Circulation Desk in person or over the phone (x2131). PLEASE NOTE: The library encourages students to book tests as far in advance as possible to ensure use for the date(s) needed.

RESERVES

Books, articles, and other items placed on Reserve by faculty members are located either at the Circulation Desk or electronically via E-Reserve. Each professor determines the availability, checkout period and whether it can be removed from the library. All physical course reserve materials are checked-out and returned to the Circulation Desk.

E-Reserve materials are available in various formats through links in the library catalog. Your instructor will provide the necessary password in the course syllabus.
A Reference Librarian is available on campus during most staffed hours and can be reached in person, via e-mail or over the phone. For assistance inquire at the Circulation Desk and a Librarian will be contacted to assist you. To schedule a one-on-one appointment to work with a librarian please e-mail: bseguin@alliant.edu. Additionally, the ‘Ask-a-Librarian’ service on the library’s homepage is also available during our hours of operation.

The following are resources you will use to locate materials and citations for your research:

- **ENCORE**: Our online catalog that you will use to locate materials owned by Alliant Library. Results can be easily refined using the many facets or clusters to the left of the page. Circulating items available at the Fresno, Irvine, Los Angeles and San Diego libraries can be ‘paged’ and sent to the San Francisco campus. Visit the FAQ’s page for detailed instruction on how to request an item from an Alliant Library campus.

- **Classic Catalog**: An alternate version of our online catalog that allows you to perform more powerful searches using ‘advanced search’ feature. As with ENCORE, items can be ‘paged’ from another campus.

- **Research Databases**: Library patrons have access to many research databases. Most databases will have links to full-text journal articles. Descriptions of each are provided on the site page.

- **Alliant Theses**: Physical circulating copies of San Francisco dissertations, theses, and proposals can be found in the library. Most dissertations published after 1997 will be available in full-text PDF format from the Dissertations and Theses link on the Databases page. There is also a quick link on the homepage, Alliant Theses, that provides fields for you to search for dissertations by chair, methodology, statistics, or test.

- **Guides**: Lastly, the guides created by staff from the Alliant Library campuses are an excellent source of assistance during hours when the library is non-operational. Examples include:
  - Search guides for various research databases.
  - Style manuals and research tips.
  - Links to other subject related websites.

**REMEMBER**: Your time is valuable so don't allow yourself to remain stuck. Schedule assistance or peruse the many guides available to help jumpstart your research!
INTERLIBRARY LOAN / PAGING / LINK+

Materials not available at the Hurwich Library may be requested from other libraries. A current ID is needed to complete all requests. Please check the Library’s Online Catalog for the availability of a desired book or journal before submitting an ILL request. Books that are held by other Alliant Library campuses can be ‘paged’. Books that aren’t available at any other Alliant Library campus can be searched and requested via LINK+.

Requested materials generally take between 7-28 days to arrive depending on the location of the lending institution. Typically a request is sent to five libraries and each library has up to 8 days to either process the request or cancel it. Most requests that are submitted via Interlibrary Loan arrive within 14 days but in some instances, due to availability, it may take as long as two months.

When searching for materials it is best to take the following steps:

Books not available at the San Francisco Campus:
1. ‘Page’ from another Alliant Library campus.
2. ‘Request’ from LINK+.
3. Submit online Interlibrary Loan Book Request form.

Journal Articles:
1. Search Encore, Classic Catalog and/or List of Online Journals on homepage to determine if the journal is available either full-text and/or in paper format at the Hurwich Library.
2. If not found in either format then submit an Interlibrary Loan Article Request form.

For a visual representation of how to locate materials visit:
http://library.alliant.edu/screens/finditem.pdf

All requests can be made by logging in to ‘My Library Account’ via the Library homepage by requesting the material through the bibliographic record in the Library’s Online catalog, submitting an ILL form, or by requesting the material through the bibliographic record in LINK+. For more information on how to process a request see the FAQ’s links on the Library’s homepage.
PHYSICAL RESOURCES
COMPUTERS

There are eleven computers that are available to students for research in the library. Five are located in the Reference area with the other six housed in the Computer Lab. All eleven have print capabilities. Print jobs are processed by swiping a Student I.D. or Media Card through the print release station located adjacent to each printer. See section below on ‘Printing’ for information on pricing and procedures. Additionally, Ref-Station 3, contains the computerized scoring software Q-Local. Additional scoring software is available on other Ref Stations. All computers are available on a first-come, first-served basis. WiFi is available throughout the library but does require a username or password which can be obtained at the Circulation Desk.

PHOTOCOPIERS

There is a black-and-white photocopier, equipped with a paper feeder, that is available to students in the Hurwich Library’s Photocopy Room. See section below on ‘Printing’ for information on pricing and procedures. Please inquire at the Circulation Desk if assistance is needed.

PRINTING

A Student I.D. or Media Card is required to print from the computers or to make photocopies. Money is added to a card via the “Add Money” device located in the Photocopy Room. Costs are $0.10 per copy/print-out. Color copies are not available at this time. Media cards are available for purchase at the “Add Money” device for library patrons without a Student I.D. The cost of a Media Card is $1.00 and a balance of more than $1.00 must be maintained in order to make a photocopy or release a print job. Please bring appropriate funds (machine does not take coins) to add to your card; change is not available in the library. Inquire at the Circulation Desk if assistance is needed – the library cannot refund lost monies.
**STUDY ROOMS**

There are three study rooms available to students for use during the Library’s hours of operation. Scheduling is done in person, by the student, by posting his or her name on the calendar located outside the door.

There is also an Education Room that houses the Hurwich Library’s designated education collection. It can also be used as quiet space for group work when available.

**VIDEO ROOM**

The Video Room is equipped with a television, VCR, video camera, computer and DVD-burner that can be used for interviewing. Scheduling is done in person, by the student, by posting his or her name on the calendar located outside the door. Technical support questions for this room should be directed to the Circulation Supervisor.