San Diego  
Walter Library  
10455 Pomerado Road, San Diego, CA 92131  
Library home page: http://library.alliant.edu  
Library help: library@alliant.edu

Library Staffed Hours:  

<table>
<thead>
<tr>
<th>Fall &amp; Spring Semesters</th>
<th>Summer Semester/Winter Intersession</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.-Thurs. 8:00am-10:00pm</td>
<td>Mon.-Thurs. 8:00am- 8:00pm</td>
</tr>
<tr>
<td>Friday 8:00am- 6:00pm</td>
<td>Friday 8:00am- 6:00pm</td>
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<tr>
<td>Saturday 10:00am- 6:00pm</td>
<td>Saturday 10:00am- 6:00pm</td>
</tr>
<tr>
<td>Sunday 12:00pm - 8:00pm</td>
<td>Sunday CLOSED</td>
</tr>
</tbody>
</table>

Please Note – Check at the library or on the web site for revised schedules and holiday/spring break closures.

Library Telephone Numbers  
Circulation/Reserves 858-635-4511  
Reference 858-635-4510  
Interlibrary Loans 858-635-4605

Alliant Library on the Web – Library has Blog, Twitter, and Facebook pages. See links on the library home page.

Circulation Desk  
A current Alliant Identification card (I.D. card) with 14-digit library barcode is required to check out items. Student and Staff/faculty I.D. cards must be picked up Student Business Services (M-18). Once you have your ID card please stop by the library to activate your account or fill out the barcode activation form on the library’s home page. All library account expire on June 1st of the academic year so if you are returning in the fall please drop by or call the library to renew your card.

Loan Policies:

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Loan Period</th>
<th>Number of renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Theses (All users except Faculty)</td>
<td>28 days</td>
<td>Two 28-day renewals (if no hold on item)</td>
</tr>
<tr>
<td>Books (Faculty)</td>
<td>56 days</td>
<td>One 56-day renewal (if no hold on item)</td>
</tr>
<tr>
<td>Link+ items</td>
<td>21 days</td>
<td>One 14-day renewal</td>
</tr>
<tr>
<td>DVDs/Video Tapes (Some videos are “in library” use only)</td>
<td>7 days</td>
<td>7-day renewal (if no hold on item)</td>
</tr>
<tr>
<td>Laptops</td>
<td>Up to 3 hrs</td>
<td>One 3-hr renewal</td>
</tr>
<tr>
<td>Reserves</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Journals</td>
<td>Non-circulating</td>
<td>Non-circulating</td>
</tr>
<tr>
<td>Tests (Restricted Access)</td>
<td>7-days</td>
<td>No renewals</td>
</tr>
</tbody>
</table>

Overdue Fines:  
$0.50 per day per item for all materials including dissertation & theses but does not including tests  
$1.00 per day per item for LINK+ items  
$10.00 per day for psychological testing materials  
$10.00 per hour for library laptops

Fines are charged equally to all types of patrons. Maximum overdue fine may be the replacement cost of the item plus a processing fee. Charge for lost books will be cost of replacement plus $15.00 processing fee. If current costs cannot be determined, charge will be $50.00 plus processing fee. Lost/damaged
videos/DVDs, equipment, and tests are individually priced. Lost/damaged book fee for Link+ items is $115.00.

**PLEASE BE AWARE of the due date stamped in the book or on the book band.** Please return or renew all materials promptly to avoid accruing fines. See chart above for items which may allow renewals. Items not on hold by another patron can be renewed by using the “My Library Account” link on the library home page or by calling the library at 858-635-4511. **All LINK+ items MUST be renewed through “My library account”**. 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.

**Alumni/Visitors**

Please see the Library web site for further details on policies for Alliant 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 all Alliant and LINK+ libraries.

**Locations of Materials [all materials are located on the 2nd (middle) floor]**

- **Circulating Books** – east wing
- **Reference Books** – center area near computers & copier.
- **Circulating Dissertations, Theses, & Proposals** – west wing near classroom 208.
- **Journals (paper)** – west wing
- **Psychological tests (restricted access)** – Tests only checked out to assessment class instructors or students who have filled out the appropriate paperwork (more information on student page).
- **AV materials** – ask at circulation desk for item(s) to be retrieved.
- **Popular Books** – east wing, south wall near Women’s restroom.

**Library Assistance/Ask a Librarian**

During most library staffed hours a reference librarian is available on-call either through the “Ask a Librarian” page or in the building. For in-library assistance please ask at the circulation desk first. To schedule a one-on-one appointment to work with a librarian please email library@alliant.edu.

**Alliant Library** website at http://library.alliant.edu is your gateway to information and resources available to help with your research.

- **Classic Catalog contains** records for items held at the six campuses’ libraries. Circulating items available at the Fresno, Los Angeles and San Francisco libraries can be sent to the San Diego Library. See Interlibrary Loans/Paging/LINK+ for further details.
- **ENCORE** – Use for broad searches to see what materials the Library has on a topic. Its results make it easy to refine your search to exactly what you want. Excellent place to search for paper and online journal title availability.
- **My Library Account** – Log into My Library Account as your first step before starting your research. Contact your home library to activate the 14-digit barcode on your student ID card or fill out the form located on the website.
- **Research Databases** – Library patrons have access to many research databases. Most of the databases have links to full-text journal articles.
- **Alliant Theses** – Circulating copies of San Diego dissertations, theses, and proposals are located in the west wing. Dissertations published since 1997 should be available in full-text PDF format on ProQuest Dissertations and Theses.
- **Other Links from Library website:**
  - Search Guides for the databases, style manuals and research tips.
  - Other Catalogs for local area libraries.
  - Useful Links to other subject related websites.
  - Library Borrowing Policies, Hours, & Locations.
  - Frequently Asked Questions.
**Computers available in Library**

Registered students, staff & faculty members need a User Account issued by the Information Technology (IT) department to log on to the networked computers in the Library and Computer Lab. A limited number of laptops are available to check out and use in the building only. Laptops check out for up to three hours and are due 30 minutes before the staff leaves at the end of the day. The building does have wireless. Please contact IT’s Help Desk (858-635-4357) in Daley Hall for further information on logins and wireless features.

**Photocopy**

A university ID card is required to print from the computers or to make copies. Money will need to be added to the ID card. Costs are $0.10 for black & white and $0.40 for color copies. Media cards are available for purchase for library patrons without student ID cards. Media cards cost $1.00 and then money must be added to the card. Please bring appropriate funds (machine does not take coins) to add to your card; change is not available in the library.

**Interlibrary Loans/Paging/LINK+**

Materials not available at the San Diego Library may be requested from other libraries. A current ID card with a 14-digit barcode is needed to complete all requests. Please check the Library Catalog for item or journal availability before submitting your request. Requested items usually take 7-28 days to arrive depending on the location of the loaning university. Typically the request is sent to five libraries and each library has up to 8 days to process the loan or cancel it. This is why a request could take up to 2 months to be filled.

For Books not available at Alliant San Diego:
1. Order from another Alliant library.
2. Order from LINK+.

For Journal articles:
1. Search Encore, Legacy Catalog and/or List of Online Journals to see if available full-text and/or in paper at Alliant San Diego.
2. Submit Interlibrary Loan journal request.

**Psychology Tests / Audiovisual Materials**

Access and checkout of Psychology tests is generally restricted to assessment classes only. Assessment materials used by classes will only be checked out to professors and teaching assistants and not to individual students (some exceptions possible okayed by Assessment Liaison Librarian). For psychology tests not used by assessment classes please check the Library Catalog first for item availability. For non-assessment students an authorization form must be filled out and signed by faculty member supervising student before assessment materials can be checked out. Some DVDs and videotapes available at other Alliant & LINK+ libraries may be requested. Follow instructions for requesting a book.

**Course Reserves/E-Reserves**

Books, copies of articles, and other items placed on reserve by faculty members are located at the Circulation Desk. Each professor determines the 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 will be available in various formats through links in the library catalog. Your instructor will provide the necessary password.

WL md rev. 8/10/2010