CPP Library Visitors’ Guide

1. The Library homepage — www.cpp.edu/library — is your ‘gateway’ to our library’s collections and services. Bookmark it or make it a Favorite. As a Visitor you have free access to our homepage and the Library Catalog 24/7 remotely, or via the Wi-Fi “Guest Mode” from your laptop or mobile device inside the library.

2. Circulation Desk — This service desk is where you may purchase a CPP Library Visitor’s card and where you will bring your books to be checked out. Please present a valid driver’s license along with your CPP Library Visitor’s card in order to check out your books. You must be over 18.

3. Librarians are valuable resources — you may get help at the Research Help Desk. We also offer assistance via online interactive FAQs and from the Research Guides/ Tutorials links on our homepage.

4. Guests (over 18) who wish to check out books may purchase a CPP Library Visitor’s Card for $50. This card is valid for one year and allows you to check out a maximum of 10 books at a time. Three renewals are permitted if the books are not on hold for someone else. Visitor card fees are payable by check or credit card only.

5. Quick Look Up/Guest Computers — are available to visitors from 16 public computers — 12 on the 2nd Floor and 2 each on the 3rd and 4th Floors in front on the elevators. They are designated on the online maps by Q at: http://www.cpp.edu/~library/about/about-the-library/floor-maps.shtml

6. To find articles, search our online Databases — from our Guest computers you have access to over half a million newspaper, magazine and scholarly journals. Many include the full-text online.

7. To find books, eBooks & other materials — search our Library Catalog by ‘keyword’ or by the title of the material you need. You will see a call number and floor assigned to each book. Please refer to our Library Floor maps for the locations of the various call numbers.

8. To Print or Photocopy in the Library — use the Pharos ‘Kiosk’ across from the Circulation Desk to create a ‘Guest’ account for use on Library photocopiers and printers. You can add money to this account using $1, $5, $10 or $20 bills. (no change or refunds). You can also bring a flash drive for storing your materials retrieved while searching online via the databases, etc.

9. Library Floor Maps — you may obtain a floor map handout of the Library from the Circulation or Research Help Desk—located on the 2nd Floor. You may also view them online at http://www.cpp.edu/~library/about/about-the-library/floor-maps.shtml. You can also access the maps from the library homepage - look under the “About” link for “Floor maps”.
**Where in the Library is ...**

**Second Floor — Circulation & Research Help**
- Circulation & Reserve/Media Desk
- Research Help/Tech Help Desk
  - Reference Collection
- Media Collections (Video, DVD, CD, CD-ROM)
- Microform Collections & Readers
- Pharos Photocopying Kiosk
- Learning Commons (60 computers)
- Productivity Center (53 computers & 5 scanners)
- 12 Quick Look-up computers
- Printers (B&W and Color) & photocopier

**Third Floor — Books QH—ZA**
Science, Medicine, Agriculture, & Technology
- Periodicals & Newspapers
  - Juvenile Collection
- Photocopiers (B&W and Color)
- 2 Quick Look-up computers

**Fourth Floor — Books PN—QE**
Language, Literature, & Science
- Special Collections
- 23 Computers
- 2 Quick Look-up computers
  - Printer

**Fifth Floor — Books GV—PM**
Geology, Anthropology, Social Sciences, Education, Music, & Fine Arts
- 27 Computers
  - Printer

**Sixth Floor — Books A—GT**
Philosophy, Psychology, Religion, & History
- 23 Computers
  - Printer

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**Get help @ the Library ...**

- Visit the Library [FAQ](#) to find an answer or ask a question
- We’re here to help save time—Start at the [Research Help desk](#) on the second floor
- Call the Research Help Desk: 909-869-3084
- Visit our homepage: [www.cpp.edu/library](http://www.cpp.edu/library)
- Use the online [Tutorials](#)

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**What to bring with you to the Library ...**

- Paper and pen or pencil
- USB compatible storage device ([flash drive](#)) for storing work or downloading items
- Your [CPP Library Visitor’s card](#) if you wish to check out books
- Dollar bills to pay for printing or photocopying via a Pharos account, the Library’s printing system.

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**Library Hours ...**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday—Thursday</td>
<td>7:30am—11:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30am—5pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10am—7pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12noon—9pm</td>
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Please check the Library’s homepage for holidays and any other changes to the above schedule.

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Check out the [Library Calendar](#)! You are invited to attend programs that are opened to the public.