CAL POLY POMONA - LIBRARY SURVIVAL GUIDE FOR STAFF

1. **The Library homepage** — [www.cpp.edu/library](http://www.cpp.edu/library) — is your ‘gateway’ to the library’s research materials and services. **Bookmark** it or make it a **Favorite**. All links on our homepage are available 24/7 remotely, from campus computers, mobile devices or via Wi-Fi from your laptop.

2. Your **Bronco ID Card** is your library card — you will need it to check out library materials and to enter the 24/7 Computer Lab.

3. To create your own **Library Account** — click on the "**My Library Account**" link at the top of the Library home page and give yourself a library PIN/Password.

4. **Librarians** are valuable resources — get help at our **Research Help Desk**. We also offer assistance via our online interactive FAQ, chat, email, online tutorials or phone (909) 869-3084.

5. **Circulation Desk** — Your PIN/Password allows you to use our ‘Self Check Out Machines’ to check out books, videos, CDs and other library materials.

6. **Reserve** materials are available at the **Circulation Desk** — These may include class reading **assignments** and other materials placed here by a **professor** or a **campus department** such as HR’s Organizational Development & Training, Staff Development & Training Library materials.

7. To find **articles**, search our online **Databases** (select from library home page), for access to over half a million newspaper, magazine and scholarly journals. Many include the full-text online. Access these online from your office. Remote access from home is available 24/7 with your Library PIN.

8. To find **books, videos, eBooks & other materials** — search our **Library Catalog** by ‘keyword’ or by the title of the material you need. Use **quick search** from library home page.

9. To **Print in the Library** — use the Pharos Kiosk across from the Circulation Desk to create an account for use on the campus-wide Pharos printing system — OR — load your Bronco ID Card with some BroncoBucks to pay for your copying and printing needs — OR — save materials to a flash drive when appropriate.

10. Use our **Link+** service to request books from other libraries. Use **Document Delivery** to request books or the full text of articles from other libraries. These services are for items we do not own.
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
- Printers and photocopier

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

Ways to get help @ the Library…
- Visit the Library FAQ to find an answer or ask a question
- We’re here to help. Save time — Contact a librarian. Also see “Staff User Guide”, under Services & Help on library home page.
- Research Help Desk phone: x3084
- Try one of our tutorials — Click on Research Tutorials on the Library homepage

Library Tidbits …
- Most items can be checked out for a quarter
- You need your Library PIN to
  - use Link+
  - access Databases from off-campus
  - access Your Library Account
  - Use the self-check-out machines
- Check out the Library Calendar for programs to attend
- Circulation Desk phone: x3075

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.

Check out the Library Calendar! You are invited to attend programs that are opened to the public.