

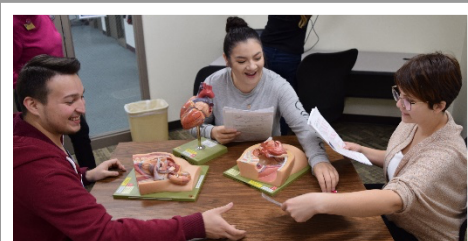
FAQs

- **How do I print from a library computer?**
After selecting "Print" on the computer, log in to your "Print Wise" account on the desktop OR use "Release Station" computers.
- **How much does it cost to print?**
Black and white computer printouts cost 5¢ per page, color prints cost 40¢. Copier pages are 10¢. Charges deduct automatically from your print account. You begin the semester with \$10 free printing credit and can add more with a credit card using "Print Wise" on a library computer.
- **Can I print in color?**
Yes! Color printouts cost 40¢ per page. Contact a librarian or staff member for help selecting or adding the color printer.
- **Does the library have scanners?**
Yes, our copy machines offer free scanning to a PDF file. Save your PDFs to a flashdrive or send to a CSN email account. Find your CSN email through Go.csn.edu, or contact the Help Desk for assistance at 702-651-HELP (4357).
- **How can I reset my computer password if I forgot it?**
Call the CSN Help Desk at 702-651-HELP (4357) and ask to change your password. Your computer password, MyCSN password, and Canvas password are the same.
- **How can I just find a book?**
Click the "Find Books" button on our website home page (library.csn.edu). Log in to our catalog for the best user experience. Ask a librarian for assistance.
- **Can I bring food and drinks in the library?**
Only snack foods and non-alcoholic drinks in closed containers are permitted. Users must dispose of trash and leave surfaces clean (wipes are available).
- **Can I talk on my cell phone in the library?**
Low volume conversations are permitted in specific zones. Please take conversations outside of quiet study areas.



Get More with Your Card

Renew/Request: Renew items with your library card in person, by phone, or online after you log in to our catalog. When logged in, you can also request items from other campus libraries.



Study Rooms: Student groups of 2 or more may check out rooms on a library card for 2-hour use (no reservations) at the circulation desk. A clean up fee will be charged for messes left behind.

Laptops and DVD Players: For use anywhere inside the library only—renew every 4 hours. Wireless printing and headphones available.

InterLibrary Loans: Books/articles not found at CSN libraries may be requested at the Charleston ILL office (702-651-5007) or on our website.

Textbook Reserves: Some textbooks for CSN courses are in our reserve collections. These check out on a library card for 2-hour use in the library only.

The "Fine" Print

Fines: Lost, damaged, and items overdue by 90 days will be billed for replacement costs, plus a \$5 minimum processing fee. For more details, view our Overdue Policy at: library.csn.edu/borrowing

Returns: You must return library materials to one of the CSN libraries, the UNLV Lied Library, or the Nevada State College Library. Items returned to a public library *will remain charged to your card.*

Notices: Overdue notices are a courtesy. If you do not receive a notice you are still responsible for returning materials. The library relies on current information in your MyCSN account to send notices.

CSN Libraries

- Services Offered
- Hours and Info
- FAQs



library.csn.edu

For our latest health & safety guidance,
visit csn.libanswers.com



Library Card Checkouts

Item	Checkout Period	How Many
<i>Books and DVDs</i>	4 weeks and 3 renewals*	50 items
<i>Reserve Materials</i>	Varies. Traditional reserve is 2-hour use inside the library	2 reserve items

*Full-time faculty and staff can check out books for a semester. Renewals only available if no holds on an item.

Please note: Replacement costs and processing fees vary for **lost** or **damaged** items.

Your CSN Library Card

Library cards are available **for free** at any library circulation desk. Sign up with your photo ID.

Use cards at UNLV, Nevada State College, and Desert Research Institute for item checkout. If your card is lost or stolen, notify CSN libraries immediately.

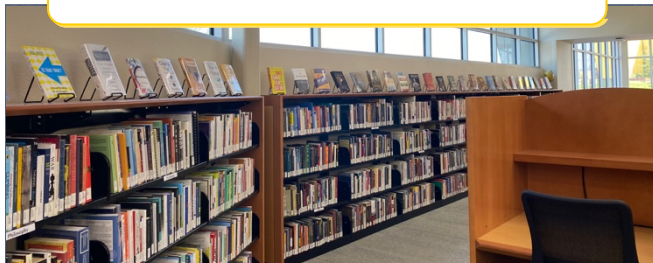
You are responsible for all items out on your card.

Community Borrowers

Members of the community over age 18 or members of the military can obtain a Community Borrower's library card. Limit 3 items for 28 days with 2 renewals. Reserve materials not available. Proof of current local address or military ID required. Email address required.

Questions about your account? Need to renew?
Call the circulation desk at 702-651-5723

LOCATIONS & HOURS



Charleston Campus

Building I, First Floor
Librarian: 702-651-5729
Mon-Thurs: 8 am - 10 pm
Fri: 8 am - 4 pm
Saturdays 9 am - 5 pm
Closed Sundays

North Las Vegas Campus

Room E201
Librarian: 702-651-4419
Mon-Thurs: 8 am - 8 pm
Fri: 8 am - 4 pm
Closed Saturdays & Sundays

Henderson Campus

Building H, Ground Floor
Librarian: 702-651-3039
Mon-Thurs: 8 am - 8 pm
Fri: 8 am - 4 pm
Closed Saturdays & Sundays

Online Chat Hours

Mon-Thurs: 8 am - 10 pm
Fri: 8 am - 4 pm
Sat: 9 am - 5 pm
Sun: 2 pm - 11 pm

Get Assignments Done

LIBRARY COMPUTERS

Username is your 10-digit NSHE ID#. Passwords are selected when you create your MyCSN account. Your username and password are the same for library computers, MyCSN, Canvas, and GoCSN.

OFF-CAMPUS RESOURCES

Students and faculty/staff can also access library databases off campus with their same account login. Visit our website to view library collections from home.

What's a Database?

A database is just a collection of information (articles, videos, images, etc.) that you can search in to find sources for research and assignments. CSN libraries subscribes to over 100 different databases!

RESEARCH GUIDES

Our online "Research 101" tutorial guides you through the research process. Learn about finding, evaluating, and citing your sources.

ONLINE CHAT SERVICE

Can't visit the library in person? You can still get expert research help from librarians during our online chat hours. Visit library.csn.edu/ask/ and type your question in the chat box.

REFERENCE LIBRARIANS

For professional, one-on-one research help, visit a CSN librarian at any campus library reference desk.

