

Final Checklist: Library's Loan and Reserves Desk

Let's check how much you have learned so far about the U.S. academic life!

Using this self-evaluation chart to see how much you have learned as a result of these video- & Web-based activities.

- (i) Print out this checklist and use it to evaluate your progress and overall comprehension.
- (ii) Give yourself a check [✓] in the **YES!** column for each of the topics that you have learned.
- (iii) If necessary, you may go back to the activities page to check out the information that you have missed.

TOPIC	I have learned about....	YES!
1 Checking Out Books	The borrowing privileges for different types of library patrons	
	The type of library patrons that I fall into	
	How to check out books from a U.S. library	
	What 'recall' means	
	The different methods to renew books (name at least two methods)	
2 Returning Books	What a 'loan period' is	
	What a 'recall period' is	
	What a 'late fee' is and when it will be imposed	
	What numbers of 'renewals' and 'maximum items checked out' are	
3 Reserved Class Materials	What 'reserved class materials' or 'reserves' are	
	The typical length of loan periods for reserves	
	The two methods that library patrons can search for reserves	
	What 'library use only' means	
4 Picking up ILL Materials	What an 'Interlibrary Loan' or 'ILL' is	
	The different methods to request for materials via ILL	
	The types of library materials that can be requested via ILL	
	The length of time it normally takes before the library patron will get the ILL materials requested	
	The loan period and maximum numbers of items that a library patron is entitled to for ILL materials	
5 Losing Library Materials	The consequence of losing a library material	
	The different types of charges imposed by the material replacement process	
	What a 'replacement cost' is	
	What a 'processing fee' is	
	What an 'applicable use fee' is	
	The alternative method to replace the lost material	
	The criteria for the materials replacement as stated by Cal State L.A. library	