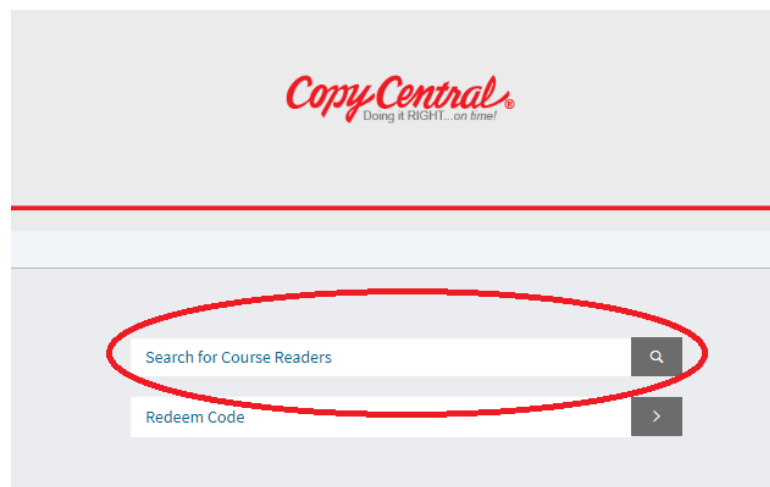


If you have any questions about librarian services,

Please reach out to our Librarian, Rashmita Jani Sriram, MLS, JD, at rashmita.sriram@sfcg.org.

"SFCG library services are available for limited hours, approximately, 5 to 8 hours per week. Apologies for any delay in our reply. "

1. Go to <https://copycentral.redshelf.com/> and type in "SFCG" in the "Search for Course Readers" box shown here:



2. Search for the readers that begin with your program ie: "PED Year 2" or "PPTP" and click on the reader.
3. It will bring you to the page where you have the option to purchase an electronic reader, a printed reader, or both the electronic and printed reader.

*Please note the following details regarding each option.

- a. **The electronic reader** is 20% cheaper than a printed reader and provides several functions including bookmarking a page, note-taking, highlighting, key-word search, and dictionary. Once you purchase the electronic reader, you will have immediate access to the readings. However, it will expire 210 days (7 months) after opening the book; not immediately after purchase. The electronic readers are NOT printable or downloadable, due to copyright restrictions.

- b. If you prefer a **printed reader**, you can either pick it up at their location or have it shipped directly to you. You can select the delivery method in your cart and at Checkout.

Delivery Method:

☐ **Shipping**

☒ **Pickup (FREE)**

Pickup Location

Copy Central (new address) 2411 Telegraph Ave BERKELEY CA

You can pick up your reader at:

Copy Central
2411 Telegraph Ave.
Berkeley, CA

Or, you can have it shipped to you. If you would like to have it shipped to you, please purchase the reader early in advance, as it will take one and a half to two weeks for Copy Central to print and mail it to you. Please note that the shipping cost for printed readers are \$11 each reader.

- c. If you choose the **electronic and the printed reader**, please read notes a. and b. carefully. You will have to pay for both the electronic and printed reader.
4. Once you have chosen all of your readers, go to your cart, located at the top right corner of the page. Be sure to double check that all of your readers are there before checking out.
5. Click “Begin Checkout” and create a log-in by clicking on the “I’m New Here” box. If you already have a log in, click “Log In”.

Copy Central Doing it RIGHT...on time! **Checkout** You must have an account to proceed.

[Log In](#) [I'm New Here](#)

[Log In](#) [Forgot Password](#)

6. Complete the check out.

Rashmita Jani Sriram, MLS, JD

Phone: (415) 563-4477

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Apologies for any delay in our reply. "