Tour the Brown School Library

Welcome to the Brown School Library! This walking tour will cover the following topics. If you have any questions, please ask. We do not expect you to know anything about libraries.

Tour the Book Stacks
- **Upper Level** (older books and journals)
  - notice the call number signs
  - shelving for unwanted items
  - DON'T bump your head
- **Main Floor West Stacks** (call numbers A-K for 2000 to now)
  - shelving for unwanted items
- **Main Floor East Stacks** (call numbers L-Z for 2000 to now)
  - VHS viewing station
  - paper cutter
  - book cart for unwanted items
- **Main Floor Reading Room**
  - quiet study
  - specialty book collections (for example, new books)
  - journals for 2005 to now

* We are happy to retrieve items for you or to assist you with retrieving items
* Leave unwanted items - saves you time, and we need the statistics
* If you can't find a book, let us know!

Print Release Station Area
- **Print Release Station**
  - uses WUSTL ID card (side A) or type in your WUSTL Key
  - contact Student Technology Services if there are problems
- **Hole Punch** is electric and handles a small number of pages at a time
- **Pencil Sharpener** is electric
- **Tape Dispenser**
- **Stapler** handles a small number of pages at a time
- **Scanner** uses a USB drive or email your scan
- **Book Give-Away Cart** (help yourself)
Service Desk Area

Lost & Found
- box for larger, inexpensive items
- give expensive items and smaller items to library staff
- campus police is the campus lost & found

Hold Shelf Items for pick-up (library staff retrieve the items)
Audiovisual Items (library staff retrieve the items)
Technology Items (library staff retrieve the items)
Umbrellas and Seat Cushion (library staff retrieve the items)
Band aids (library staff retrieve the items)

Scratch Paper
Frequently Asked Questions Flipchart
Library Staff Business Cards

Checking Out Library Items
- give your WUSTL ID card to library staff

Returning Library Items
- YES Danforth campus library items
- YES Mobius items
- YES Illiad items
- NO medical campus library items
- NO any other library items

Course Reserve Items (library staff retrieve the items)
- binder will give you the call number
- we need the full, complete call number (even when it is very long)
- limit of two course reserve items on your library account

Staff Offices
- if the door is open, you are welcome to speak with us

Bookdrops
- Brown Hall, room 300
- Brown Hall across from room 100
- Goldfarb entrance near Forsyth street
- * Don't put course reserve items in a bookdrop when the library is open
- * Don't put items due today in a bookdrop after the library opens
- * Bookdrops are emptied once per day within one hour of the library opening