What You Need to Know: Library 101 for 1 Hour Orientation

The Brown School library focuses on public health, social policy, and social work.

Location
Brown Hall, 3rd floor, room 300.

Website
brownschool.wustl.edu/library
https://library.wustl.edu/ ==> Libraries Tab ==> Brown School Library
https://libguides.wustl.edu/BrownSchoolLibrary
Google: Brown School Library

Contact Information
(314) 935-6633
brownlibrary@wustl.edu

Hours
https://libguides.wustl.edu/BrownSchoolLibrary/Hours
Semester Hours (excluding holidays and breaks)
  Sunday: noon – 9:00
  Monday – Thursday: 8:30 – 9:00
  Friday: 8:30 – 6:00
  Saturday: 10:00 – 6:00

Staff
https://libguides.wustl.edu/BrownSchoolLibrary/About

Jonesey Johnson (Library Associate) handles checking out/in items, course reserves, fines/overdues, library account problems.

Lori Siegel (Reference Librarian) handles database searching, resources for papers/projects, library sessions, Zotero citation manager.

Susan Fowler (Library Director) handles policies, EndNote citation manager, everything else, back-up for Jonesey and Lori.

Schedule a one-on-one or small group appointment.
If an office door is open, feel free to ask for assistance.
Other WUSTL Libraries
Olin Library is the main campus library: [https://library.wustl.edu/](https://library.wustl.edu/)
Has extended hours: [https://wustl.libcal.com/hours/](https://wustl.libcal.com/hours/)
Has additional technology for check-out: [https://library.wustl.edu/services/circ/find-cdsdvds/](https://library.wustl.edu/services/circ/find-cdsdvds/)
Has additional study rooms: [https://library.wustl.edu/services/circ/reservegroupstudy/](https://library.wustl.edu/services/circ/reservegroupstudy/)
Has popular books/DVDs/audiobooks on CD: [https://library.wustl.edu/services/circ/find-cdsdvds/dvdlist/](https://library.wustl.edu/services/circ/find-cdsdvds/dvdlist/)

East Asian Library has Chinese, Japanese, and Korean materials.
2nd floor of January Hall: [https://library.wustl.edu/units/ea/](https://library.wustl.edu/units/ea/)

Other Danforth campus libraries: [https://library.wustl.edu/units/](https://library.wustl.edu/units/)
Library courier service among the Danforth and West Campus libraries usually takes 4 business days.

Bernard Becker Medical Library is on the Medical Campus and has its own catalog of library materials: [https://beckercat.wustl.edu/cgi-bin/koha/opac-search.pl](https://beckercat.wustl.edu/cgi-bin/koha/opac-search.pl)
There is no library courier service to the medical library.
Selected electronic resources are available only on the Medical Campus.
Travel to the Medical Campus by bus or metrolink.

Checking Out Items
Bring your WUSTL ID card. (also need it for hallway access)
Feel free to enter the book stacks or ask library staff to retrieve your needed items.
Bring wanted items to the library desk for check-out.
Leave unwanted items on the shelves, tables, carrels, or library desk.
(Don't shelve because we need statistics - and you have more important things to do with your time.)
Unexpected items for check out: umbrellas, chargers, laptops, calculators, cushion: [https://spokane.wustl.edu/search/t?SEARCH=brown+school+library](https://spokane.wustl.edu/search/t?SEARCH=brown+school+library)
You can request items from other Danforth/West campus libraries and have them delivered to the Brown School library.
If the item you need isn't on the shelf, please ask a library worker! (We may find it on a shelving cart.)
If we can't find an item, we will mark the record as missing. Then, you can request the item through an interlibrary loan service.
Requesting an item in the catalog holds the item for you so no one else can check it out.
Problems? contact Jonesey: brownlibrary@wustl.edu

Checking In Items
We accept Danforth/West Campus library items, Mobius items, Illiad items. We don't accept Medical Campus library items.
When the library is open, return items to the library desk.
When the library is closed, return items through a Brown School library bookdrop: https://libguides.wustl.edu/BrownSchoolLibrary/faqs
3 bookdrops (Goldfarb entrance near Forsyth Boulevard, Brown Hall entrance across from room 100, Brown Hall across from the library desk).
Bookdrops are checked once per day when the library opens.
Problems? contact Jonesey: brownlibrary@wustl.edu

Renewing Items
Renew items through your My Catalog library account:
   https://spokane.wustl.edu/patroninfo
Renew before the item becomes overdue. Overdue items can't be renewed.
Fines are charged on overdue items.
Items requested by someone else can't be renewed.
Most technology items can't be renewed.
Course reserve items can't be renewed.
Mobius audiovisuals can't be renewed.
Mobius and Illiad restrict renewals.
Unpaid fines and overdue items may result in a lock on library services or a block on registration/transcripts.
Problems? contact Jonesey: brownlibrary@wustl.edu

Interlibrary Loan
https://library.wustl.edu/services/ill/
When you can't check out an item for an extended time, consider using an interlibrary loan service (I.L.L.). I.L.L. borrows items from other libraries.
Mobius provides books and audiovisuals.
Illiad provides articles and anything unavailable in Mobius.
Mobius and Illiad are free to you (library pays the fees).
Mobius usually takes 4 business days.
Illiad usually takes 2 business days for articles and 2-3 weeks for other items.
Unfortunately, there are some items that interlibrary loan cannot borrow.
Mobius is a possibility for some textbooks.
Attend a library session for more information.
Problems? contact Jonesey: brownlibrary@wustl.edu

Finding Books and Audiovisuals
Use the catalog for Danforth and West Campus materials: https://spokane.wustl.edu
Catalog lists books, e-books (electronic books), DVDs, CDs, etc.
Catalog doesn't have articles (use databases to find articles).
Use the medical catalog for Medical Campus materials:
   https://beckercatalog.wustl.edu/cgi-bin/koha/opac-search.pl
If the item isn't listed in the catalog, consider requesting it through an interlibrary loan service.
Rather than place a hold on a WUSTL item that is already checked out, see if Mobius has an available copy.
Attend a library session for more information.
Problems? contact Lori: lsiegel@wustl.edu
Finding Articles
   Go through the library gateway to search databases from home.
   Use the proxy server if you are having trouble accessing databases from home:
   https://libguides.wustl.edu/offcampusaccess
   List of the most frequently used databases by title:
   https://libguides.wustl.edu/BrownSchoolLibrary/DatabasesAZ
   Subject list of the most frequently used databases:
   https://libguides.wustl.edu/BrownSchoolLibrary/databases
   All of the Danforth/West Campus databases available:
   https://libguides.wustl.edu/az.php
   Green get-it button and the Link to full text button connect to WUSTL subscriptions for the full text article.
   In Google Scholar, set the preference for Library Link to Washington University in St. Louis.
   When WUSTL doesn't have an article, you can request it through the Illiad interlibrary loan service: https://library.wustl.edu/services/ill/
   Attend a library session for more information.
   Problems? contact Lori: lsiegel@wustl.edu

Finding Streaming Video
   Streaming video placed on course reserve is available through the course reserve syllabus link on Canvas.
   Other streaming videos: (don't forget your local public library)
   http://libguides.wustl.edu/c.php?g=46890&p=301088#s-lg-box-wrapper-4875676

Library Sessions
   https://libguides.wustl.edu/BrownSchoolLibrary/sessions
   Hands-on sessions about library resources.
   Posted on the bulletin board near the library desk.
   Emailed monthly.
   On the Brown School events calendar.
   Feel free to schedule a one-on-one or small group session: lsiegel@wustl.edu

Studying
   Brown School library’s Reading Room is a quiet place to study.
   You can reserve a Brown School group study room for up to 2 hours and up to 2 days in advance. InsideBrown ==&gt; News & Events ==&gt; Reserve a Room.
   Olin Library has some group study rooms:
   https://library.wustl.edu/services/circ/reservegroupstudy/
   All of the Danforth Campus libraries have quiet places to study:
   https://library.wustl.edu/units/

Lost and Found
   Turn in found items and ask about lost items at the library desk.
   Campus police is the campus Lost and Found:
   https://police.wustl.edu/police-services/lost-and-found/
   Problems? contact Jonesey: brownlibrary@wustl.edu
Print Release Stations
Student Technology Services manages the print release stations and your printing credits: [https://sts.wustl.edu/services/printing/](https://sts.wustl.edu/services/printing/)
Upload your document through [printing.wustl.edu](https://printing.wustl.edu) => web print
Double check your settings for single/double sided and black/color printing.
Print Release Stations: near the library, Goldfarb Commons (1st floor), Goldfarb garden level, Hillman (1st floor) behind the cafeteria.
Print release stations can scan, photocopy, and print.
Problems? contact STS: (314) 935-7100, text message (314) 933-8324, student.technology@wustl.edu

What You Can Do For The Library
Do not leave items unattended. Theft happens everywhere.
Leave library items on the tables. We need the statistics.
Ask for help. We don't expect you to know about libraries.
Write your name on personal items in case they are turned in to the Lost and Found. (water bottles, USB drives, binders, etc.) We have tape and markers.

Course Reserves
Based on the sharing concept.
Course reserves upon teacher's request. (Some teachers don't use reserves.)
Most electronic books (e-books) have user limits. If in use, try again later.
Call number for a paper book or DVD is in the binder (by teacher's last name).
Course reserve tab in the catalog also lists the call number and links to e-books: [https://catalog.wustl.edu/screens/reserves.html](https://catalog.wustl.edu/screens/reserves.html)
Most reserves check out for 2 hours.
You can check out 2 reserves on your My Catalog library account.
Overnight check-out within two hours of the library's closing with return within 1 hour of library's opening.
Reserve items may not be renewed.
Don't put reserve items in a bookdrop when the library is open.
Don't return reserve items to a different WUSTL library.
Reserve items are high theft. Be careful with a checked-out item.
Course reserves are first-come-first-served.
Electronic items are linked on the course reserve syllabus in Canvas.
Report broken links to Jonesey: brownlibrary@wustl.edu
Problems? contact Jonesey: brownlibrary@wustl.edu