What You Need to Know: Library 101 in 30 Minutes Handout

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

Home Tab
Brown Hall, 3rd floor, room 300
(314) 935-6633
brownlibrary@wustl.edu
3 bookdrops to return materials when the library is closed. **Bookdrops are checked once per day when the library opens.**

Hours and Location Subpage
Sunday: Noon – 9:00 p.m.
Monday – Thursday: 8:30 a.m. – 9:00 p.m.
Friday: 8:30 a.m. – 6:00 p.m.
Saturday: 10:00 a.m. – 6:00 p.m.

About Subpage
Schedule a one-on-one or small group appointment.
If an office door is open, feel free to ask for assistance

>> Other libraries
Olin library is the main campus library: [https://library.wustl.edu/](https://library.wustl.edu/)
Olin has extended hours, more technology for check-out, fun books/DVDs/CDs, and additional group study rooms.
Other Danforth campus libraries have study spaces:
[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: [https://becker.wustl.edu/](https://becker.wustl.edu/)
There is no library courier service to the Medical campus.
Selected e-books and databases are available only on the Medical campus.
Many medical and public health books are available through interlibrary loan if you can wait for the delivery.

FAQs (Frequently Asked Questions) Subpage
Answers to some common questions.

Services Tab
Course Reserves for Students Subpage
Based on the concept of sharing.
Course reserves processed upon teacher's request.
Most electronic books (e-books) have user limits. If in use, try again later. If a second link displays, try it!
Call numbers for paper books/DVDs are in the binder.
Catalog's Course Reserve tab also lists call numbers and has links to e-books: https://spokane.wustl.edu/screens/reserves.html
Most reserves check out for 2 hours.

**Bring your WUSTL ID card to check out an item.**
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 one hour of library's opening.
Reserve items may not be renewed. Check-in the item. If no one is waiting, check-out the item again.
When the library is open, don't put reserve items in a bookdrop.
Don't return reserve items to a different library.
Reserve items are high theft. Be careful with checked-out items.
Course reserves are first-come-first-served.
Report broken links and other problems to Jonesey: brownlibrary@wustl.edu

Interlibrary Loan Subpage
When you can't check out an item for an extended time, consider using an interlibrary loan service.
Interlibrary Loan borrows items from other libraries and acquires most journal articles in PDF format.
Mobius borrows books and audiovisuals.
Illiad borrows 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 3 weeks for other items.
Unfortunately, there are some items that interlibrary loan can't get.
**Mobius is a possibility for some textbooks.**
Attend a library session for more information.
Report problems to Jonesey: brownlibrary@wustl.edu
Laptops, Printers and Scanners Subpage
Umbrellas, chargers, laptops, etc.
Items can't be renewed. You can check-in an item. If no one is waiting for it, you can check-out the item again.

Sessions & Handouts Subpage
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: https://libguides.wustl.edu/BrownSchoolLibrary/About

Resources Tab
Books and Journals Subpage
Catalog has Danforth and West Campus materials.
**Catalog doesn't have articles (use databases for articles).**
Becker Medical library has its own catalog.
If an item isn't in the catalog, consider requesting it through interlibrary loan.
**Rather than place a hold on an item already checked out, see if Mobius has an available copy.**
Use the My Catalog tab in order to see your library account and renew items.
**Requesting an item in the catalog holds the item for you; no one else can check it out.**
Renew items before they become overdue.
Fines are charged on overdue items.
Attend a library session for more information.
Problems? contact Lori: lsiegel@wustl.edu

Databases A-Z List Subpage
**Use the library webpage to search databases from home.**
Databases A-Z is the most frequently used in the Brown School.
Databases by subject is the most frequently used in the Brown School.
All of the other databases are available through Olin library's webpage: 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.
When WUSTL doesn't have the article you need, request it through the Illiad interlibrary loan system.
In Google Scholar, set the preference for Library Link to Washington University in St. Louis.
Attend a library session for more information.
Problems: contact Lori: lsiegel@wustl.edu

Subject Guides Subpage
Provide a good starting point.
There are hundreds of research guides on numerous topics.

Policies
Lost and Found Subpage
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

Fines and Lost Books Subpage
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

>> What you can do for the library
Leave unwanted items on the shelves, tables, and carrels. We need the statistics (and you have more important things to do with your time).
Don't leave items unattended. Theft happens everywhere.
Ask for help. We don't expect you to know about libraries.
Write your name on personal items so we can return them to you from the Lost & Found. (water bottles, USB drives, binders, etc.) We have tape and markers at the library desk.

>> Questions?