Library Guide

The Washington University Libraries house more than 5.1 million books, journals, and government documents (print & electronic), 3.5 million microforms, 109,000 audiovisual titles, plus thousands of maps, photographs, manuscripts and architectural drawings. WU subject librarians have expert knowledge in one or more areas of study to help users identify the best library resources and find needed information.

When using library resources from off campus, begin by logging into the proxy server: login.libproxy.wustl.edu/login

JOHN M. OLIN LIBRARY (Main): library.wustl.edu
Administration (314) 935-5400
libadmin@wustl.edu
Arc: Library Technology Center (314) 935-4137
library.wustl.edu/research-instruction/arc/
Help Desk - Circulation (314) 935-5420
library.wustl.edu/services/circ/
circ@wumail.wustl.edu
Help Desk - Reference (314) 935-5410
library.wustl.edu/research-instruction/
libanswers.wustl.edu/ask
Interlibrary Loan (314) 935-5442
library.wustl.edu/services/ill/
il@wumail.wustl.edu
Manuscripts (314) 935-5495
library.wustl.edu/spec/manuscripts/
Rare Books (314) 935-5495
library.wustl.edu/spec/rarebooks/
Reserves (314) 935-5451
library.wustl.edu/services/reserve/
reserve@wumail.wustl.edu
Special Collections (314) 935-5495
library.wustl.edu/spec/
spec@wumail.wustl.edu
University Archives (314) 935-5495
library.wustl.edu/spec/archives/
Whispers Café (314) 935-9092
diningservices.wustl.edu

BERNARD BECKER MEDICAL LIBRARY
660 S. Euclid Ave. (314) 362-7085
becker.wustl.edu/ askbecker@wustl.edu

BROWN SCHOOL LIBRARY
300-304 Brown Hall (314) 935-6633
brownschool.wustl.edu/Admissions/Pages/Library.aspx
gwblib@wustl.edu

CHEMISTRY LIBRARY
549 Louderman Hall (314) 935-6591
library.wustl.edu/units/chemistry/
chem@wumail.wustl.edu

EAST ASIAN LIBRARY
January Hall, 2nd Floor (314) 935-5525
library.wustl.edu/units/ea/ ea@wumail.wustl.edu

FILM & MEDIA ARCHIVE
7425 Forsyth Blvd. (314) 935-8679
library.wustl.edu/spec/filmandmedia/
wufilmarchives@wumail.wustl.edu

GAYLORD MUSIC LIBRARY
Gaylord Hall (314) 935-5563
library.wustl.edu/units/music/ music@wumail.wustl.edu

GUSTAVUS A. PFEIFFER PHYSICS LIBRARY
340 Compton Hall (314) 935-6215
library.wustl.edu/units/physics/ alison@wustl.edu

KENNETH and NANCY KRANZBERG
ART & ARCHITECTURE LIBRARY
Kemper Museum Bldg. - Ground Floor (314) 935-5268
library.wustl.edu/units/artarch/ artarch@wumail.wustl.edu

KOPOLOW BUSINESS LIBRARY
Simon Hall, 2nd Floor (314) 935-6963
library.wustl.edu/units/business/ bschoolcirc@olin.wustl.edu

LAW LIBRARY
Anheuser-Busch Hall, 4th Floor (314) 935-6450
law.wustl.edu/library/ reference@wulaw.wustl.edu

MODERN GRAPHIC HISTORY LIBRARY
7425 Forsyth Blvd. (314) 935-7741 or 935-9382
library.wustl.edu/spec/mghl/ slacerte@wustl.edu

RONALD RETTNER
EARTH & PLANETARY SCIENCES LIBRARY
Scott Rudolph Hall, 3rd Floor (314) 935-5406
library.wustl.edu/units/epsc/ eps@wumail.wustl.edu

WEST CAMPUS LIBRARY & CONFERENCE CENTER
7425 Forsyth Blvd. (314) 935-6252
library.wustl.edu/units/westcampus/

Scholarly Publishing (314) 935-4350
digital.wustl.edu/index.html
digital@wumail.wustl.edu
John M. Olin Library 2015-2016 Hours*

*Exceptions: library.wustl.edu/units/olinlibrary/olin-library-hours/

ADMINISTRATION (314) 935-5400 libadmin@wustl.edu
Mon - Fri 8:30a-5:00p Sat - Sun Closed

ARC: LIBRARY TECHNOLOGY CENTER (314) 935-4137
Mon - Thu 9:00a-Midnight Fri 9:00a-5:00p Sat Noon-5:00p Sun Noon-Midnight

HELP DESK - CIRCULATION (314) 935-5420 circ@wumail.wustl.edu
Mon - Thu 7:30a-2:00a Fri 7:30a-8:00p Sat 9:00a-10:00p Sun 10:00a-2:00a

HELP DESK - REFERENCE (314) 935-5410 libanswers.wustl.edu/ask
Mon - Thu 8:30a-9:00p Fri 8:30a-5:00p Sat 9:00a-5:00p Sun Noon-8:00p

INTERLIBRARY LOAN (314) 935-5442 ill@wumail.wustl.edu
Mon - Fri 8:30a-5:00p Sat - Sun Closed

RESERVES (314) 935-5451 reserve@wumail.wustl.edu
Mon - Fri 8:30a-5:00p Sat - Sun Closed

SPECIAL COLLECTIONS (314) 935-5495 spec@wumail.wustl.edu
Mon - Fri 9:00a-5:00p Sat - Sun Closed

WHISPER'S CAFÉ * / Extended Study Space (314) 935-9092
Aug. 31 - Dec. 16 (24 hour access) Jan. 20 - May 10 (24 hour access)
Other hours and exceptions are the same as Olin Library.
* Food Service has limited hours:
diningservices.wustl.edu/items/whispers-cafe/

Washington University ID required after 9:00 p.m. until Help Desk - Circulation opening the following business day.
During 24 hour access periods Help Desk services will end at 2:00 a.m.; the library will be staffed by security guards from 1:30 a.m. - 7:30 a.m.

Aug. 24-30
Mon - Thu 7:30a-Midnight
Fri 7:30a-8:00p
Sat 9:00a-10:00p
Sun 10:00a-2:00a

Aug. 31 - Sep 6
Mon - Thu 7:30a-2:00a
Fri 7:30a-8:00p
Sat 9:00a-10:00p
Sun 10:00a-Midnight

Sep. 7 (Labor Day) Closed
Sep. 8 7:30a - (24 hour access begins)
Sep. 9 - Oct. 22
Sun 10:00a - Fri 8:00p (24 hour access)
Sat 9:00a-10:00p

Oct. 23 (WILD) Midnight-6:00p
Oct. 24 - Nov. 24
Sun 10:00a - Fri 8:00p (24 hour access)
Sat 9:00a-10:00p

Nov. 25 Midnight-6:00p
Nov. 26-27 (Thanksgiving recess) Closed
Nov. 28 9:00a-5:00p

Nov. 29 - Dec. 4
Sun 10:00a - Fri 8:00p (24 hour access)
Dec. 5 9:00a - (24 hour access begins)
Dec. 6-15 (Reading/Exams) (24 hour access)
Dec. 16 Midnight-10:00p
Dec. 17 8:00a-8:00p
Dec. 18-24 (Intersession)
Mon - Fri 8:00a-6:00p
Sat 9:00a-5:00p
Sun 10:00a-6:00p

Dec. 25 (Christmas) Closed
Dec. 26-31 (Intersession)
Mon - Fri 8:00a-6:00p
Sat 9:00a-5:00p
Sun 10:00a-6:00p

Jan. 1 (New Year’s Day) Closed
Jan. 2-17 (Intersession)
Mon - Fri 8:00a-6:00p
Sat 9:00a-5:00p
Sun 10:00a-6:00p

Jan. 18 (Martin Luther King, Jr. Day) Closed
Jan. 19-30
Mon - Thu 7:30a-2:00a
Fri 7:30a-8:00p
Sat 9:00a-10:00p
Sun 10:00a-2:00a

Jan. 31 - Mar. 11
Sun 10:00a - Fri 8:00p (24 hour access)
Sat 9:00a-10:00p

Mar. 12-19 (Spring Break)
Mon - Fri 8:00a-6:00p
Sat 9:00a-5:00p
Sun 10:00a-6:00p

Mar. 20 10:00a-Midnight
May 20 (Commencement) 7:30a-5:00p

Mar. 21 - Apr. 28
Sun 10:00a - Fri 8:00p (24 hour access)
Sat 9:00a-10:00p

Apr. 29 (WILD) Midnight-6:00p
Apr. 30 9:00a - (24 hour access begins)
May 1-10 (Reading/Exams) (24 hour access)
May 11 Midnight-10:00p
May 12-19
Mon - Thu 8:00a-10:00p
Fri 8:00a-6:00p
Sat 9:00a-5:00p
Sun 10:00a-6:00p

*Exceptions: library.wustl.edu/units/olinlibrary/olin-library-hours/
Washington University Libraries
2015-2016 Fall & Spring Semester Hours*
* For exceptions to these hours check each library's webpage.

Bernard Becker Medical Library
660 S. Euclid Ave. (314) 362-7085
becker.wustl.edu/ askbecker@wustl.edu
Mon - Thu 7:30a-Midnight
Fri 7:30a-10:00p
Sat 9:00a-6:00p
Sun 11:00a-11:00p
Mon-Fri Washington University ID required after 6:00p.m.
Sat-Sun Washington University ID required all day

Brown School Library
300-304 Brown Hall (314) 935-6633 gwblib@wustl.edu
brownschool.wustl.edu/ Admissions/Pages/Library.aspx
Mon 8:30a/Midnight
Tue - Thu 8:30a-11:00p
Fri 8:30a-6:00p
Sat 10:00a-6:00p
Sun Noon-Midnight
Mon-Fri Washington University ID required after 6:00p.m.
Sat-Sun Washington University ID required all day

Chemistry Library
549 Louderman Hall (314) 935-6591
library.wustl.edu/units/chemistry/ chem@wumail.wustl.edu
Mon - Thu 8:30a-8:00p
Fri 8:30a-5:00p
Sat & Sun Noon-Midnight
Mon-Fri Washington University ID required after 6:00p.m.
Sat-Sun Washington University ID required all day

East Asian Library
January Hall, 2nd Floor (314) 935-5525
library.wustl.edu/units/ea/ ea@wumail.wustl.edu
Mon - Fri 8:30a-10:00p
Sat & Sun 1:00p-6:00p
Mon-Fri Washington University ID required after 7:00p.m.
Sat-Sun Washington University ID required all day

Film & Media Archive
7425 Forsyth Blvd. (314) 935-8679
library.wustl.edu/spec/filmandmedia/
By Appointment Only

Gaylord Music Library
Gaylord Hall (314) 935-5563
library.wustl.edu/units/music/ music@wumail.wustl.edu
Mon - Thu 8:30a-9:00p
Fri 8:30a-5:00p
Sat & Sun 1:00p-6:00p
Mon-Fri Washington University ID required after 6:00p.m.
Sat-Sun Washington University ID required all day

Gustavus A. Pfeiffer Physics Library
340 Compton Hall (314) 935-6215
library.wustl.edu/units/physics/ alison@wumail.wustl.edu
Mon - Thu 7:15a-6:00p
Fri 7:15a-5:00p
Sat & Sun Closed

Kenneth and Nancy Kranzberg
Art & Architecture Library
Kemper Museum Bldg. - Ground Floor (314) 935-5268
library.wustl.edu/units/artarch/ artarch@wumail.wustl.edu
Mon - Thu 8:30a-10:00p
Fri 8:30a-5:00p
Sat Noon-5:00p
Sun 1:00p-9:00p
Mon-Thu Washington University ID required after 8:00p.m
Sun Washington University ID required after 6:30p.m.

Koplow Business Library
290 Simon Hall, 2nd Floor (314) 935-6963
library.wustl.edu/units/business/ bschoolcirc@olin.wustl.edu
Mon - Thu 8:00a-Midnight
Fri 8:00a-5:00p
Sat 1:00p-5:00p
Sun Noon-Midnight
Mon-Thu Washington University ID required after 9:30p.m
Sun Washington University ID required after 5:00p.m.

Law Library
Anheuser-Busch Hall, 4th Floor (314) 935-6450
law.wustl.edu/library/ reference@wulaw.wustl.edu
non-Law students & general public hours:
Mon - Fri 8:00a-6:00p
WashU Law students, faculty & staff,
+ WashU PoliSci faculty, graduates & declared majors/minors
(no access during finals April 26 – May 6),
+ Law Library Association hours:
Mon - Thu 7:00a-11:00p
Fri 7:00a-7:00p
Sat 10:00a-6:00p
Sun Noon-6:00p

Modern Graphic History Library
7425 Forsyth Blvd. (314) 935-7741 or 935-9382
library.wustl.edu/spec/mghl/
By Appointment Only

Ronald Rettnner
Earth & Planetary Sciences Library
Scott Rudolph Hall, 3rd Floor (314) 935-5406
library.wustl.edu/units/epsc/ epsc@wumail.wustl.edu
Mon - Thu 8:30a-9:00p
Fri 8:30a-5:00p
Sat Closed
Sun Noon-3:00p
Mon-Thu Washington University ID required after 6:00p.m.
Sunday, Washington University ID required

West Campus Library & Conference Center
7425 Forsyth Blvd. (314) 935-6252
library.wustl.edu/units/westcampus/
By Appointment Only
POLICIES - John M. Olin Library
Policies at other campus libraries may vary.

LOAN PERIODS
Books - General Collection
Undergraduates (150 items) 28 days
Graduate students (300 items) 60 days
Faculty (600 items) 90 days
Staff (50 items) 28 days
Courtesy Borrowers (25 items) 21 days

Other
Audiobooks (limit 30 total AV items) 14 days
Audiobooks - MOBIUS 10 days
Books - MOBIUS 28 days
Books - Popular Lit. Collection 14 days
*Calculator (Scientific) 3 hours
*Camcorder 5 days
*Camera (Digital) 5 days
*Camera (Endoscope) 5 days
*Camera (DSLR) 5 days
CDs (limit 30 total AV items) 14 days
CDs - MOBIUS 10 days
DVDs (limit 30 total AV items) 14 days
DVDs - MOBIUS 10 days
*GPS Handheld Navigator 5 days
Graduate Study Carrel 3 hours
*Hard Drive (terabyte) 5 days
*Headphones 12 hours or Help Desk closing
*iPad 5 days
*Journals - bound 3 days
*Journals - unbound 1 day
*Leap Motion Controller 5 days
*Mac Charger 3 hours
*MacBook Air laptop 3 hours, 1 day, and 5 days
*Microfilm 1 day
*Muse Brain-Sensing Headband 5 days
*Phone Charger 3 hours
*Presentation Remote 1 day
*Projector 5 days
*Thermal Imager (FLIR One) 5 days
Videos (VHS, limit 30 AV items) 14 days
Videos (VHS) - MOBIUS 10 days
**View Master Virtual Reality 5 days
*Webcam 5 days
*WU students, faculty & staff only

RENEWALS (online via My Catalog)
spokane.wustl.edu/patroninfo/
Audiobooks 20 renewals
Books 20 renewals
Books - MOBIUS 2 renewals, 28 days each
CDs, DVDs, VHS 20 renewals
CDs, DVDs, VHS - MOBIUS no renewals
Equipment 1 renewal (if no other requests)
Government Documents 20 renewals
Graduate Study Carrel only if at least 1 available
ILLiad (all items) usually 1 renewal, usually 2-3 weeks
Journals 20 renewals
Locker (Day) no renewals
Microfilm 20 renewals
Reserves no renewals

FINES
Payable online at commerce.cashnet.com/OLINLIBRARY
Unpaid fines are sent at the end of the month to
Student Financial Services, N. Brookens Hall, Room 75.
Audiobooks $1.00/day
Books - General Collection 20¢/day
Books - MOBIUS $120 after 2 weeks overdue
Calculator (Scientific) 60¢/hour
Camcorder $10.00/day
Camera (Digital) $10.00/day
Camera (DSLR) $10.00/day
Camera (Endoscope) $10.00/day
CDs $1.00/day
DVDs $1.00/day
GPS Handheld Navigator $10.00/day
Graduate Study Carrel $1.00/hour
Hard Drive (terabyte) $10.00/day
Headphones $1.00/hour
ILLiad (all items) no fines, privileges blocked
iPads $10.00/day
Journals $1.00/day
Leap Motion Controller $10.00/day
Locker (Day) $1.00/hour
Lost Interlibrary Loan items $120.00
Lost WU Items (standard fee) $60.00
Mac Charger 60¢/hour
MacBook Air laptop (3 hours) $1.00/hour
MacBook Air laptop (1 & 5 days) $10.00/day
Microfilm $1.00/day
Muse Brain-Sensing Headband $10.00/day
Phone Charger 60¢/hour
Presentation Remote $1.00/day
Projector $10.00/day
Recalled items 40¢/day
Reserves - 2 & 3 hour 60¢/hour
Reserves - 1-5 day $1.00/day
Thermal Imager (FLIR One) $10.00/day
Videos $1.00/day
View Master Virtual Reality $10.00/day
Webcam $10.00/day

RECALLS: All items are subject to recall. Reserve books, Art Library & Law Library items are recalled immediately.
Overdue recalled items block WU & MOBIUS borrowing privileges.

REQUESTS / HOLDs (How long items are held for pickup):
Books (except PopLit & Art) 7 days
Books - Art Library items 4 days
Books - Popular Lit. Collection 4 days
CDs, DVDs, Videos (VHS) 7 days
Equipment 2 days
ILLiad due date given by lending library
MOBIUS 7 days

SERVICES - John M. Olin Library
Arc Technology Lab (level A)
Specialized computing equipment, software, & expert assistance:
library.wustl.edu/research-instruction/arc/
Audiobooks (level B):
library.wustl.edu/services/circ/find-cdsdvds/
Book Drops (Returns)
All Danforth campus libraries, South 40 near the clock tower,
and Throop Drive near the pedestrian overpass.
Bulletin Board - Digital (Whispers Café)
For advertising WU related events, announcements, etc.:
library.wustl.edu/digital-signage/
Calculator (Scientific)
Available for 3-hour checkout (or until Help Desk closing) from the Circulation Desk.
Camcorder: library.wustl.edu/services/circ/find-cdsdvds/
Available for 5-day checkout from the Circulation Desk.
Camera (Digital): library.wustl.edu/services/circ/find-cdsdvds/
Available for 5-day checkout from the Circulation Desk.
Camera (DSLR): library.wustl.edu/services/circ/find-cdsdvds/
Available for 5-day checkout from the Circulation Desk.
Camera (Endoscope): library.wustl.edu/services/circ/find-cdsdvds/
Available for 5-day checkout from the Circulation Desk.
CDs / CD-ROMs: library.wustl.edu/services/circ/find-cdsdvds/
Center for Diversity and Inclusion (level 2 north, Room 202)
diversity.wustl.edu/center-diversity-inclusion/
(314) 935-7535  DiversityAndInclusion@wustl.edu

Chat / Instant Messaging see also Texting
Available during Reference Help Desk hours: library.wustl.edu/ask-us
(314) 219-1462

Computing & Media Labs, Specialized Hardware & Software:
libguides.wustl.edu/computing

Conference Rooms (Arc Technology Lab - level A):
library.wustl.edu/research-instruction/arc/space/

Display Cases (level 1 & Whispers Café)
Contact Cheryl Holland: cholland@wustl.edu or (314) 935-6626

DVDs (level 1)
Obtained from the Circulation Desk by indicating the item title & call number: library.wustl.edu/services/circ/find-cdsdvds/

Ethernet Cable
Available for 12-hour checkout (or until Help Desk closing) from the Circulation Desk or the Arc Technology Lab.

Government Documents:
libguides.wustl.edu/sb.php?subject_id=735

GPS Handheld Navigator
Available for 5-day checkout from the Circulation Desk: library.wustl.edu/services/circ/find-cdsdvds/

Hard Drive (portable, 1 terabyte)
Available for 5-day checkout from the Circulation Desk:
library.wustl.edu/services/circ/find-cdsdvds/

Whitney Robson Harris Collection (level 2, Room 211)
Collection of materials on the Third Reich of Germany, 1933-1945.

Headphones
Available for 12-hour checkout (or until Help Desk closing) from the Circulation Desk or the Arc Technology Lab.

ILLiad (Interlibrary Loan): illiad.wustl.edu/illiad/logon.html
Items not owned by WU and not available through MOBIUS.
Pickup and Return items at Olin, Art, and Music Libraries.

iPad: library.wustl.edu/services/circ/find-cdsdvds/
Available for 5-day checkout from the Circulation Desk.

Islamic Studies Collection (level B)

Journals - current issues (level A)

Leap Motion Controller
Available for 5-day checkout from the Circulation Desk:
library.wustl.edu/services/circ/find-cdsdvds/

Laptop Computer Cable Lock
Available for 12-hour checkout (or until Help Desk closing) from the Circulation Desk.

Locker - Day (levels A, B, 2 & 3)
Keys are available for 12-hour checkout (or until Help Desk closing) from the Circulation Desk.

Locker - Graduate Students (levels A, B, 2 & 3)
Keys are available for 1-year checkout at the Circulation Desk.

Mac Charger
Available for 3-hour checkout (or until Help Desk closing) from the Circulation Desk.

MacBook Air Laptop
Available for 3-hour, 1-day, or 5-day checkout from the Circulation Desk:
library.wustl.edu/services/circ/find-cdsdvds/

Microforms (level B)

MOBIUS (Interlibrary Loan): searchmobius.org
Items not owned by WU, obtained from other Missouri libraries.

Muse Brain-Sensing Headband
Available for 5-day checkout from the Circulation Desk:
library.wustl.edu/services/circ/find-cdsdvds/

My Catalog: spokane.wustl.edu/patroninfo-S2/
Manage renewals, requests, catalog searches & reading history.

New Book Display (level 1)

Newspapers - current issues (level 1, southwest corner)

Online Access from Off Campus (Proxy Server)
login.libproxy.wustl.edu/login
libguides.wustl.edu/offcampusaccess

Phone Charger
Available for 3-hour checkout (or until Help Desk closing) from the Circulation Desk.

Popular Literature Collection (level 1)

Presentation Remote
Available for 1-day checkout from the Circulation Desk:
library.wustl.edu/services/circ/find-cdsdvds/

Printing: library.wustl.edu/services/circ/find-cdsdvds/

Projector: library.wustl.edu/services/circ/find-cdsdvds/
Available for 5-day checkout from the Circulation Desk.

Proxy Server (Off-Campus Online Access)
login.libproxy.wustl.edu/login
libguides.wustl.edu/offcampusaccess

Recommend a Purchase for the Library
library.wustl.edu/services/forms/bookorder/

Research Guides: libguides.wustl.edu/

Reserves: library.wustl.edu/services/reserve/

Scanning: library.wustl.edu/services/circ/find-cdsdvds/

Serenity Room (level 2, northeast staff area, Room 221)
Non-reservable space for meditation, prayer & quiet reflection.

Study Room - Faculty & Graduate Students (levels A, B, 2 & 3)
Locked Campus Card-entry study rooms.

Study Room (private) - Graduate Students (level A)
Keys are available for 3-hour checkout (or until Help Desk closing) from the Circulation Desk.

Study Room - Group Study (levels A, B, 2 & 3)
libguides.wustl.edu/studyrooms

Suhrkamp / Insel Collection (level A)
German-language literature, criticism, philosophy, social sciences.

Texting see also Chat / Instant Messaging
Available during Reference Help Desk hours: (314) 219-1462

Thermal Imager (FLIR One)
Available for 5-day checkout from the Circulation Desk:
library.wustl.edu/services/circ/find-cdsdvds/

Videos (VHS) Collection (level B)

View Master Virtual Reality
Available for 5-day checkout from the Circulation Desk:
library.wustl.edu/services/circ/find-cdsdvds/

Webcam: library.wustl.edu/services/circ/find-cdsdvds/
Available for 5-day checkout from the Circulation Desk.

Whitney Robson Harris Collection of materials on the Third Reich of Germany, 1933-1945.

Display Cases (level 1 & Whispers Café)
Contact Cheryl Holland: cholland@wustl.edu or (314) 935-6626
**Subject Librarians**

A subject librarian can help you find information on a topic, develop effective search strategies, search library catalogs & databases, answer questions about collections & services, and provide individual or group instruction. For subjects not listed contact: Melissa Vetter, Coordinator of Subject Librarians, (314) 935-5079, mvetter@wustl.edu

<table>
<thead>
<tr>
<th>Subject Librarians</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>African &amp; African-American Studies</td>
<td>Rudolph Clay (314) 935-5059 <a href="mailto:rudolphc@wustl.edu">rudolphc@wustl.edu</a></td>
</tr>
<tr>
<td>American History</td>
<td>Makiba Foster (314) 935-6093 <a href="mailto:mfo@wustl.edu">mfo@wustl.edu</a></td>
</tr>
<tr>
<td>American Literature</td>
<td>Kris Helbling (314) 935-7466 <a href="mailto:helbling@wustl.edu">helbling@wustl.edu</a></td>
</tr>
<tr>
<td>Anthropology</td>
<td>Jennifer Moore (314) 935-5492 <a href="mailto:jmoore@wustl.edu">jmoore@wustl.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>Rina Vecchiola (314) 935-7658 <a href="mailto:rvecchio@wustl.edu">rvecchio@wustl.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>Jennifer Akins (314) 935-4377 <a href="mailto:jakin@wustl.edu">jakin@wustl.edu</a></td>
</tr>
<tr>
<td>Art (Studio Arts)</td>
<td>Jennifer Akins (314) 935-4377 <a href="mailto:jakin@wustl.edu">jakin@wustl.edu</a></td>
</tr>
<tr>
<td>Art History</td>
<td>Rina Vecchiola (314) 935-7658 <a href="mailto:rvecchio@wustl.edu">rvecchio@wustl.edu</a></td>
</tr>
<tr>
<td>Astronomy</td>
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</table>
Printing - John M. Olin Library

Quotas
Danforth Campus students automatically receive an annual (July 1 - June 30) $5 printing quota. Residential students (dorms) automatically receive an additional $40 annual printing quota. Business, Engineering, Law, and Social Work students automatically receive an additional annual printing quota.

Account Balance & Printing History
PaperCut Student Self-Service: printing.wustl.edu:9192/user

Adding Money
Full Time Students
First-time users must activate their account via WebSTAC (Campus Card on the menu). After quotas are exhausted funds may be added via WebSTAC, Guest Deposit acadinfo.wustl.edu/eTransact/, or in person at Campus Card Services (cash or check only, Olin Women’s Building, Room 002, 935-8800).

University College & Part Time Students
After printing quotas are exhausted, students must visit Campus Card Services to make their first Bear Bucks deposit (cash or check only, Olin Women’s Building, Room 002, 935-8800). Thereafter funds may be added via Guest Deposit acadinfo.wustl.edu/eTransact/, or in person at Campus Card Services.

Cost
The printer is default set to print double-sided, black & white.
- B&W double-sided = 6¢ (3¢ per side); single-sided = 4¢.
- Color double-sided = 40¢ (20¢ per side); single-sided = 25¢.

HOW TO PRINT
Library Computers: Log onto a computer with your WUSTL Key.
Laptops: First-time users must install the frequently updated printing software: sts.wustl.edu/services/printing/
- Open a document or webpage.
- Send your print command. If necessary, change the settings to print color or single-sided (see below).
- Log onto any print release station to release your print job.

Other Devices & Alternate Method: email your document as an attachment directly to the printer: print@wustl.edu Must be sent from a WU email account. Documents will only print B&W, double-sided. More information: sts.wustl.edu/services/printing/email-printing/

Color
Laptops
Send your print job to WUSTLprint color.
Macs - Log onto an older model printer (southwest corner of level 1, and on levels A, B, 2 & 3).
PCs - Log onto any printer to release your print job.

Library Computers
At the Print Menu, under Printer Properties click on the Color tab and uncheck the Print In Grayscale box. When you are finished color printing re-check the Print In Grayscale box otherwise you will be charged the color printing rate for black & white prints.

Single-Sided
At the Print Menu, under Printer Properties click on the Finishing tab and uncheck the Print On Both Sides box.

Blackboard Documents
Some documents must be downloaded to the hard drive (or a flash drive) before opening them to print.

Email-Attachments (library computers)
Save the attachment to the desktop (or a flash drive) and open it from there. Do not select Open. If you select Open instead of Save any edits you make will be lost & unrecoverable.
Note: documents saved to library computers will automatically be deleted upon logoff.

“Hold For Authentication” (laptops)
At the authentication prompt, enter accounts\ before your WUSTL Key ID; example: accounts\jsmith If that doesn’t work, reinstall the frequently updated printing software: sts.wustl.edu/services/printing/

Job Not Showing Up In The Printer
Laptops - Reinstall the frequently updated printing software: sts.wustl.edu/services/printing/
Library Computers - Consult the Help Desk staff as there are various reasons why a print job would not show up.

Revised 2016-05-05