## Library Guide

The Washington University Libraries house more than 5.34 million books, journals, and government documents, 3.5 million microforms, 150 thousand audiovisual titles, 118 thousand maps, 381 thousand photographs, 20 thousand linear feet of manuscripts, and 600 linear feet of architectural drawings.

### Fall 2017 – Spring 2018 Hours

<table>
<thead>
<tr>
<th>Library</th>
<th>Address</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>John M. Olin Library (Main)</td>
<td>library.wustl.edu</td>
<td></td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>(314) 935-5400</td>
<td><a href="mailto:libadmin@wustl.edu">libadmin@wustl.edu</a></td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>8:30a-5:00p</td>
<td>24 hour access periods</td>
</tr>
<tr>
<td>Sat - Sun</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td><strong>Help Desk – Circulation</strong></td>
<td>(314) 935-5420</td>
<td>library.wustl.edu/services/circ/</td>
</tr>
<tr>
<td>Mon - Thu</td>
<td>7:30a-2:00a</td>
<td><a href="mailto:circ@wumail.wustl.edu">circ@wumail.wustl.edu</a></td>
</tr>
<tr>
<td>Fri</td>
<td>7:30a-8:00p</td>
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</tr>
<tr>
<td>Sat</td>
<td>9:00a-10:00p</td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>10:00a-2:00a</td>
<td></td>
</tr>
<tr>
<td><strong>Help Desk – Reference</strong></td>
<td>(314) 935-5410</td>
<td>library.wustl.edu/research-instruction/</td>
</tr>
<tr>
<td>Mon - Thu</td>
<td>8:30a-9:00p</td>
<td>libanswers.wustl.edu/ask</td>
</tr>
<tr>
<td>Fri</td>
<td>8:30a-5:00p</td>
<td>24 hour access periods</td>
</tr>
<tr>
<td>Sat</td>
<td>9:00a-5:00p</td>
<td></td>
</tr>
<tr>
<td>Sun</td>
<td>noon-8:00p</td>
<td></td>
</tr>
<tr>
<td><strong>Interlibrary Loan</strong></td>
<td>(314) 935-5442</td>
<td>library.wustl.edu/services/ill/</td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>8:30a-5:00p</td>
<td><a href="mailto:ill@wumail.wustl.edu">ill@wumail.wustl.edu</a></td>
</tr>
<tr>
<td>Sat - Sun</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td>(314) 935-5451</td>
<td>library.wustl.edu/services/reserve/</td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>8:30a-5:00p</td>
<td><a href="mailto:reserve@wumail.wustl.edu">reserve@wumail.wustl.edu</a></td>
</tr>
<tr>
<td>Sat - Sun</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td><strong>Special Collections</strong></td>
<td>(314) 935-5495</td>
<td>library.wustl.edu/spec/</td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>8:00a-5:00p</td>
<td><a href="mailto:spec@wumail.wustl.edu">spec@wumail.wustl.edu</a></td>
</tr>
<tr>
<td>Sat - Sun</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Manuscripts</td>
<td>library.wustl.edu/spec/manuscripts/</td>
<td></td>
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<tr>
<td>Rare Books</td>
<td>library.wustl.edu/spec/rarebooks/</td>
<td></td>
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<tr>
<td>University Archives</td>
<td>library.wustl.edu/spec/archives/</td>
<td></td>
</tr>
<tr>
<td>Whispers Café</td>
<td>(314) 935-9092</td>
<td>diningservices.wustl.edu</td>
</tr>
<tr>
<td>same hours as indicated in the right column</td>
<td></td>
<td>closed during Spring Break (March 10-17)</td>
</tr>
</tbody>
</table>

### Holiday Closures

- **Sep 6 – Oct 5**: (24 hour access)
- **Oct 6 (WILD)**: midnight-6:00p
- **Oct 7**: 9:00a-5:00p
- **Oct 8 – Nov 21**: (24 hour access)
- **Nov 22**: midnight-6:00p
- **Nov 23–24 (Thanksgiving)**: Closed
- **Nov 25**: 9:00a-5:00p
- **Nov 26**: 10:00a-5:00p
- **Nov 27 – Dec 19**: (24 hour access)
- **Dec 20**: midnight-10:00p
- **Dec 21**: 8:00a-8:00p
- **Dec 22**: 8:00a-6:00p
- **Dec 23**: 9:00a-5:00p
- **Dec 24**: 10:00a-6:00p
- **Dec 25 (Christmas)**: Closed
- **Dec 26–31**:
  - Tue – Fri: 8:00a-6:00p
  - Sat: 9:00a-5:00p
  - Sun: 10:00a-6:00p
- **Jan 1 (New Year’s)**: Closed
- **Jan 2–14**: Mon – Fri: 8:00a-6:00p
  - Sat: 9:00a-5:00p
  - Sun: 10:00a-6:00p
- **Jan 15 (MLK Day)**: Closed
- **Jan 16**: 7:30a-5:00p
- **Jan 17 – Mar 8**: (24 hour access)
- **Mar 9**: midnight-6:00p
- **Mar 10–17 (Spring Break)**: Mon – Fri: 8:00a-6:00p
  - Sat: 9:00a-5:00p
  - Sun: 10:00a-6:00p
- **Mar 18**: 10:00a-5:00p
- **Mar 19 – Apr 26**: (24 hour access)
- **Apr 27 (WILD)**: midnight-6:00p
- **Apr 28**: 9:00a-6:00p
- **Apr 29 – May 8**: (24 hour access)
- **May 9**: midnight-10:00p
- **May 10–17**: Mon – Thu: 8:00a-10:00p
  - Fri: 8:00a-6:00p
  - Sat: 9:00a-5:00p
  - Sun: 10:00a-6:00p
- **May 18 (Commencement)**: 7:30a-5:00p
<table>
<thead>
<tr>
<th>Library</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Bernard Becker Medical Library</td>
<td>(314) 362-7085</td>
<td><a href="mailto:askbecker@wustl.edu">askbecker@wustl.edu</a></td>
<td>Mon-Fri 7:30a-Midnight</td>
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<td>Fri 7:30a-10:00p</td>
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<td>Sat 9:00a-6:00p</td>
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<td></td>
<td></td>
<td>Sun 11:00a-11:00p</td>
</tr>
<tr>
<td>Brown School Library</td>
<td>(314) 935-6633</td>
<td><a href="mailto:gwblib@wustl.edu">gwblib@wustl.edu</a></td>
<td>Mon-Fri 8:30a-11:00p</td>
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<td>Fri 8:30a-6:00p</td>
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<td>Sat 10:00a-6:00p</td>
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<td></td>
<td>Sun Noon-4:00p</td>
</tr>
<tr>
<td>Chemistry Library</td>
<td>(314) 935-6591</td>
<td><a href="mailto:chem@wumail.wustl.edu">chem@wumail.wustl.edu</a></td>
<td>Mon-Fri 8:30a-8:00p</td>
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<td>Fri 8:30a-5:00p</td>
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<td>Sat &amp; Sun Noon-4:00p</td>
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<tr>
<td>East Asian Library</td>
<td>(314) 935-5525</td>
<td><a href="mailto:ea@wumail.wustl.edu">ea@wumail.wustl.edu</a></td>
<td>Mon-Fri 8:30a-10:00p</td>
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<td>Sat &amp; Sun 1:00p-6:00p</td>
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<tr>
<td>Gaylord Music Library</td>
<td>(314) 935-5563</td>
<td><a href="mailto:music@wumail.wustl.edu">music@wumail.wustl.edu</a></td>
<td>Mon-Fri 8:30a-9:00p</td>
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<td>Fri 8:30a-5:00p</td>
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<td></td>
<td>Sat &amp; Sun 1:00p-6:00p</td>
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<tr>
<td>Gustavus A. Pfeiffer Physics</td>
<td>(314) 935-6215</td>
<td><a href="mailto:alison@wustl.edu">alison@wustl.edu</a></td>
<td>Mon - Thu 7:15a-6:00p</td>
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<tr>
<td>Library</td>
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<td>Fri 7:15a-5:00p</td>
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<td>Sat &amp; Sun Closed</td>
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<tr>
<td>Kenneth and Nancy Kranzberg</td>
<td>(314) 935-5268</td>
<td><a href="mailto:artarch@wumail.wustl.edu">artarch@wumail.wustl.edu</a></td>
<td>Mon - Thu 8:30a-9:00p</td>
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<tr>
<td>Art &amp; Architecture Library</td>
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<td>Fri 8:30a-5:00p</td>
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<td>Sat Noon-5:00p</td>
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<td>Sun 1:00p-9:00p</td>
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<tr>
<td>Kopolow Business Library</td>
<td>(314) 935-6963</td>
<td><a href="mailto:reference@wulaw.wustl.edu">reference@wulaw.wustl.edu</a></td>
<td>Mon - Fri 8:00a-6:00p</td>
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<td>WU Law students, faculty &amp; staff + Law Library Assoc. hours:</td>
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<td>Mon - Thu 7:00a-11:00p</td>
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<td>Fri 7:00a-7:00p</td>
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<td>Sat 10:00a-6:00p</td>
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<td>Sun Noon-6:00p</td>
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<tr>
<td>Law Library</td>
<td>(314) 935-6450</td>
<td></td>
<td>Mon-Fri 8:30a-9:00p</td>
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<td>Fri 8:30a-5:00p</td>
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<td>Sat &amp; Sun Noon-3:00p</td>
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<tr>
<td>Ronald Rettner Earth &amp; Planetary</td>
<td>(314) 935-5406</td>
<td><a href="mailto:eps@wumail.wustl.edu">eps@wumail.wustl.edu</a></td>
<td>Mon-Fri 8:30a-10:00p</td>
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<tr>
<td>Sciences Library</td>
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<td>Sat &amp; Sun 1:00p-6:00p</td>
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<tr>
<td>West Campus Library</td>
<td>(314) 935-6252</td>
<td>library.wustl.edu/units/westcampus/</td>
<td>By Appointment Only</td>
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<tr>
<td>Film &amp; Media Archive</td>
<td>(314) 935-8679</td>
<td></td>
<td><a href="mailto:WU_BSchoolCircula-circle-w@wustl.onmicrosoft.com">WU_BSchoolCircula-circle-w@wustl.onmicrosoft.com</a></td>
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<tr>
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<td></td>
<td>Mon - Thu 8:00a-Midnight</td>
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<td>Fri 8:00a-5:00p</td>
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<td>Sat 1:00p-5:00p</td>
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<td></td>
<td></td>
<td></td>
<td>Sun Noon-Midnight</td>
</tr>
<tr>
<td>Modern Graphic History Library</td>
<td>(314) 935-7741</td>
<td></td>
<td>Mon-Fri 8:30a-10:00p</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sat &amp; Sun 1:00p-6:00p</td>
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</tr>
<tr>
<td>Scholarly Publishing</td>
<td>(314) 935-4350</td>
<td></td>
<td>digital.wustl.edu/index.html</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:digital@wumail.wustl.edu">digital@wumail.wustl.edu</a></td>
</tr>
</tbody>
</table>
CHECKOUT LIMIT
Courtesy Borrowers 25 items
(no equipment, unbound journals, newspapers, ILLiad, or MOBIUS)
Graduate students 300 items
Faculty 600 items
Staff 50 items
(no unbound journals or newspapers)
Undergraduate students 150 items
(no unbound journals or newspapers)

RENEWALS (unless Recalled or Requested by another patron)
(WU & MOBIUS): spokane.wustl.edu/patroninfo/
(ILLiad): https://illiad.wustl.edu/illiad/logon.html
Audiobooks 20
Books (standard loan period) 20
CDs 20
DVDs 20
Equipment 3 (if 1 of same available)
Graduate Study Carrel 3 (if 1 other available)
ILLiad items usually 1 renewal for 2-3 weeks
Journals 20
Locker (Day) no renewals
Microforms 20
MOBIUS Books 2 renewals, 28 days each
MOBIUS Audiobooks, CDs, DVDs, VHS Videos no renewals
Reserves no renewals
VHS Videos 20

RECALLS: All items are subject to recall with higher overdue fines and blocking of borrowing privileges.
Reserves, Art & Law Library items are recalled immediately.

FINES
Payable online only: commerce.cashnet.com/OLINLIBRARY
Audiobooks $1.00/day
Books - General Collection $1.00/day
Calculator (Scientific) $1.00/day
Cameras $10.00/day
CDs $1.00/day
DVDs $1.00/day
Equipment $1.00/hour
Ethernet Cable $1.00/hour
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
iPod $10.00/day
Journals $1.00/day
Laptop Cable Lock $1.00/hour
Laptop Charger 60c/hour
Leap Motion Controller $10.00/day
Locker (Day) $1.00/hour
Lost ILLiad items $120.00
Lost Locker Key (Day) $60.00
Lost Locker Key (Grad) $15.00
Lost MOBIUS items $120.00
Lost WU items (standard fine) $60.00
MacBook laptop (3 hours) $1.00/hour
MacBook laptop (1 & 5 days) $20.00/day
Microforms $1.00/day
MOBIUS items $120 after 2 weeks overdue
Mouse (optical) $1.00/day
Muse Brain-Sensing Headband $10.00/day
Phone Charger 60c/hour
Presentation Remote $1.00/day
Projector $10.00/day
Recalled items 40c/day
Reserves - 2 & 3 hour 60c/hour
Reserves - 1-5 day $1.00/day
Thermal Imager (FLIR One) $10.00/day
USB-C cable $1.00/day
VHS Videos $1.00/day
Video Camera $10.00/day
View Master Virtual Reality $10.00/day
Webcam $10.00/day

RECENT POLICIES - John M. Olin Library
Policies at other campus libraries may vary.

LOAN PERIODS
Books - General Collection (standard loan period)
Courtesy Borrowers 21 days
Graduate students 60 days
Faculty 90 days
Staff 28 days
Undergraduate students 28 days

Other
Audiobooks (limit 30 AV items) 14 days
Books - Popular Lit. Collection 14 days
Calculator (Scientific) 1 day
Cameras 5 days
CDs (limit 30 AV items) 14 days
DVD Player (all region portable) 1 day
DVDs (limit 30 AV items) 14 days
Ethernet Cable 12 hours or Help Desk closing
GPS Handheld Navigator 5 days
Graduate Study Carrel 3 hours
Hard Drive (terabyte) 5 days
Headphones 12 hours or Help Desk closing
iPod 5 days
Journals - bound 3 days
Journals - unbound 1 day (Faculty & Grad students only)
Laptop Cable Lock 12 hours or Help Desk closing
Laptop Charger 3 hours
Leap Motion Controller 5 days
MacBook laptop varies (3 hours, 1 day, 5 days)
Microforms 1 day
MOBIUS books 28 days
(MOBIUS limit 30; Staff & Undergrad limit 20)
MOBIUS Audiobooks, CDs, DVDs, VHS Videos 10 days
(Limit 5 total)

Other
Audiobooks (limit 30 AV items) 14 days
Books - Popular Lit. Collection 14 days
Calculator (Scientific) 1 day
Cameras 5 days
CDs (limit 30 AV items) 14 days
DVD Player (all region portable) 1 day
Ethernet Cable 12 hours or Help Desk closing
GPS Handheld Navigator 5 days
Reserves no renewals
Graduate Study Carrel no renewals
ILLiad (all items) 3 (if 1 of same available)
ILLiad items 3 (if 1 other available)
ILLiad (all items) usually 1 renewal for 2-3 weeks
Journals 20
Microforms 20
MOBIUS Books 2 renewals, 28 days each
MOBIUS Audiobooks, CDs, DVDs, VHS Videos no renewals
Reserves 3 weeks
VHS Videos 20

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

Audiobooks (level B)
CDs (B099), Tapes (B024)
library.wustl.edu/services/circ/find-cdsdvds/

A/V Studio (level A)
library.wustl.edu/units/olinlibrary/av-studio/
Audio & video recording, photo shoots, lightboard, podcasting kit, e-learning activities.

Blu-ray / DVD / VHS Viewing Station (level B)

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, level A, level 2)
library.wustl.edu/digital-signage/
For advertising WU related events, announcements, etc.

Calculator (scientific)
1-day checkout (or until Help Desk closing) from the Help Desk.

Camera (Digital)
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

Camera (DSLR)
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

Camera (Endoscope)
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

CDs / CD-ROMs
library.wustl.edu/services/circ/find-cdsdvds/

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

Data and Visual Exploration (DaVE) (level A)
Data visualization & exploration in virtual reality and augmented reality environments.

DVD / Blu-ray / VHS Viewing Station (level B)

DVD Player (all regions, self-contained, portable)
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

DVDs (level B & level 1 [Circulation Desk])
library.wustl.edu/services/circ/find-cdsdvds/

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

Exhibitions (Newman Tower level 1)

Gender-Inclusive Restrooms (level A)

GPS Handheld Navigator
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

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

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

Headphones
12-hour checkout (or until Help Desk closing) from the Help Desk.

ILLiad (Interlibrary Loan)
illiad.wustl.edu/illiad/logon.html
Items not owned by WU libraries or MOBIUS libraries. Items typically arrive within 1-2 weeks; articles and book chapters typically arrive within 24 hours. Pickup and Return items at the Olin Library, Art & Architecture Library, or Music Library.

Infant Nursing Room (level A)
Contact Sarah Laaker for access: (314) 935-5423, slaaker@wustl.edu

Instruction Rooms 1, 2, and 3 (level A)
Library-related instruction only. Contact Amanda Albert for scheduling: (314) 935-6396, amandaalbert@wustl.edu

Interlibrary Loan
library.wustl.edu/services/ill/
Items not held by WU libraries may be ordered from either MOBIUS or ILLiad; see separate entries.

iPad
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

Islamic Studies Collection (level B, B002-B020)

Journals - current issues (level B)

Laptop (MacBook Air & MacBook Pro)
library.wustl.edu/services/circ/find-cdsdvds/
3-hour, 1-day, or 5-day checkout from the Help Desk.

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

Laptop Charger
3-hour checkout (or until Help Desk closing) from the Help Desk.

Leap Motion Controller
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.
Locker - Day (levels A, B, 2 & 3)
Keys are 12-hour checkout (or until Help Desk closing) from the Help Desk.

Locker - Graduate Students (levels A, B, 2 & 3)
library.wustl.edu/services/circ/find-cdsdvds/
Keys are semester checkout at the Help Desk.

Microforms (level B, B108-B121)

MOBIUS (Interlibrary Loan)
classic.searchmobius.org/search/
Items not owned by WU libraries, obtained from other Missouri libraries. Typically arrive within 3-5 business days.

Mouse (optical)
library.wustl.edu/services/circ/find-cdsdvds/
1-day checkout from the Help Desk.

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

My Catalog   spokane.wustl.edu/patroninfo~S2/
Renewals, requests, catalog searches, reading history.

New Book Display (level 1, southeast wall)

Newman Exploration Center (Newman Tower level A)

Newspapers - current issues (level A)

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

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

Popular Literature (level 1, northwest corner)

Presentation Remote
library.wustl.edu/services/circ/find-cdsdvds/
1-day checkout from the Help Desk.

Projector
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help 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/

Reference Collection (level 1, southwest corner)

Research Guides   libguides.wustl.edu/

Research Studio (level A)
Computing stations with specialized software.

Reserves (level 1 Help Desk)
library.wustl.edu/services/reserve/

Risa’s Landing (Newman Tower level 2)

Scanners (all levels)
library.wustl.edu/services/technology-in-the-library/

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

Sky Room (Newman Tower level 3)
Views of the sky through Olin’s lantern windows.

Study Room - Faculty & Graduate Students
(library.wustl.edu/services/circ/find-cdsdvds/
Keys are 3-hour checkout (or until Help Desk closing) from the Help Desk.

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

Subject Librarians
library.wustl.edu/research-instruction/subjectlibrarians/
Expert research advice and assistance. Individual and group instruction are also available.

Texting   (314) 219-1462
library.wustl.edu/ask-us
Available during Help Desk - Reference hours.

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

Thomas Gallery (level 1)
Rotating exhibitions from Special Collections, and Declaration of Independence.

Video Camera
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

VHS / DVD / Blu-ray Viewing Station (level B)

Videos (VHS) (level B, B021-B024)

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

Webcam
library.wustl.edu/services/circ/find-cdsdvds/
5-day checkout from the Help Desk.

Writing Center (level 1)   writingcenter.wustl.edu/
One-on-one tutoring to WU students for any writing or public speaking project.
# Subject Librarians

For subjects not listed contact: Melissa Vetter, Coordinator of Subject Librarians, (314) 935-5079, mvetter@wustl.edu

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<th>Subject</th>
<th>Librarian</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
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<td>African &amp; African-American Studies</td>
<td>Rudolph Clay</td>
<td>(314) 935-5059</td>
<td><a href="mailto:rudolphc@wustl.edu">rudolphc@wustl.edu</a></td>
</tr>
<tr>
<td>American Culture Studies</td>
<td>Brian Woodman</td>
<td>(314) 935-3301</td>
<td><a href="mailto:woodmanb@wustl.edu">woodmanb@wustl.edu</a></td>
</tr>
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<td>Anthropology</td>
<td>Jennifer Moore</td>
<td>(314) 935-5492</td>
<td><a href="mailto:j.moore@wustl.edu">j.moore@wustl.edu</a></td>
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<tr>
<td>Architecture</td>
<td>Rina Vecchiola</td>
<td>(314) 935-7658</td>
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</tr>
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<td>Architecture</td>
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<td>Art</td>
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</tr>
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<td>Art History</td>
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</tr>
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</tr>
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<td><a href="mailto:allenron@wustl.edu">allenron@wustl.edu</a></td>
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<tr>
<td>Chemistry</td>
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<td>Chinese &amp; East Asian Studies</td>
<td></td>
<td>(314) 935-4816</td>
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<tr>
<td>Classics</td>
<td>Deborah Katz</td>
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<tr>
<td>Comparative Literature</td>
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<tr>
<td>Earth &amp; Planetary Science</td>
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<tr>
<td>Economics</td>
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<tr>
<td>Education</td>
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<td>Brad Short</td>
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<tr>
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<td>South Asian Studies</td>
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<td>Urban Studies</td>
<td>Rudolph Clay</td>
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<tr>
<td>Women, Gender, and Sexuality Studies</td>
<td>AJ Robinson</td>
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<td><a href="mailto:robinson.a@wustl.edu">robinson.a@wustl.edu</a></td>
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Printing

Full-time Students
- First-time users must activate their account via WebSTAC (Campus Card on the menu).
- Printing is initially paid for through a student’s annual printing quota. Thereafter printing is paid for through Campus Card/Bear Bucks.
- Annual Printing Quotas (July 1 – June 30):
  All Danforth campus students (except University College) automatically receive $5 for printing. Residential (dorm) students automatically receive an additional $40. Some Brown School, Business, Engineering, and Law students receive an additional amount depending on the program they are enrolled in.
- Bear Bucks may be added via WebSTAC ($10 minimum), Guest Deposit (debit or credit card only, $10 minimum) https://acadinfo.wustl.edu/eTransact/ or in person at Campus Card Services (cash or check only), Olin Women’s Building basement, (314) 935-8800.

University College & Part-Time Students
- First-time users must set up and add funds (cash or check only) to their account by visiting Campus Card Services, Olin Women’s Building basement, (314) 935-8800.
- After the initial account set up funds have been depleted additional funds may be added via Guest Deposit (debit or credit card only, $10 minimum) https://acadinfo.wustl.edu/eTransact/ or in person at Campus Card Services, Olin Women’s Building basement, (314) 935-8800.

Laptop Printing
First-time users must install printing software from STS: http://sts.wustl.edu/services/printing/
After installing the software and sending your first Print command, when prompted to enter your WUSTL Key, add accounts\prior to your username. Example: accounts\taylor.smith

Library Computer Printing
1. Log into a library computer with your WUSTL Key.
2. Open your document and send your Print command. Change any settings in the Printer Properties menu (color, single-sided, etc.), then press Print.
3. Log into any printer with your WUSTL Key, press Print Release, then press Print.

Email Documents Directly To The Printer
Note: This method will only print black & white, double-sided.
1. Log into your WU email account.
2. Send your document as an attachment to print@wustl.edu

Color Printing
All printers print in color. After sending your Print command, the settings must be changed in the Printer Properties menu, the Color tab, by unchecking “Print in Grayscale”.

Single-Sided Printing
After sending your Print command, the settings must be changed in the Printer Properties menu, the Finishing tab, by unchecking “Print on both sides”.

Cost
Note: Printers are default set to print black & white, double-sided.
- double-sided B&W = 6¢ (3¢ per side)
- single-sided B&W = 4¢ per side
- double-sided Color = 40¢ (20¢ per side)
- single-sided Color = 25¢ per side

Refunds
A full-time staff member at the Help Desk can refund a print job for various reasons.

revised 2018-03-14