

## 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.

### JOHN M. OLIN LIBRARY (main library)

[library.wustl.edu](http://library.wustl.edu)

**Help Desk – Circulation** (314) 935-5420  
[library.wustl.edu/services/circ/](http://library.wustl.edu/services/circ/)  
[circ@wumail.wustl.edu](mailto:circ@wumail.wustl.edu)

**Help Desk – Reference** (314) 935-5410  
[library.wustl.edu/research-instruction/](http://library.wustl.edu/research-instruction/)  
[libanswers.wustl.edu/ask](http://libanswers.wustl.edu/ask)

**Interlibrary Loan** (314) 935-5442  
[library.wustl.edu/services/ill/](http://library.wustl.edu/services/ill/)  
[ill@wumail.wustl.edu](mailto:ill@wumail.wustl.edu)

**Reserves** (314) 935-5451  
[library.wustl.edu/services/reserve/](http://library.wustl.edu/services/reserve/)  
[reserve@wumail.wustl.edu](mailto:reserve@wumail.wustl.edu)

**Special Collections** (314) 935-5495  
[library.wustl.edu/spec/](http://library.wustl.edu/spec/)  
[spec@wumail.wustl.edu](mailto:spec@wumail.wustl.edu)

**Film & Media Archive** (314) 935-3301  
[library.wustl.edu/spec/filmandmedia/](http://library.wustl.edu/spec/filmandmedia/)  
[woodmanb@wustl.edu](mailto:woodmanb@wustl.edu)

**Manuscript Collections** (314) 935-5413  
[library.wustl.edu/spec/manuscripts/](http://library.wustl.edu/spec/manuscripts/)  
[joelminor@wustl.edu](mailto:joelminor@wustl.edu)

**Modern Graphic History Library**  
[slacerte@wustl.edu](mailto:slacerte@wustl.edu) (314) 935-7741  
[library.wustl.edu/spec/mghl/](http://library.wustl.edu/spec/mghl/)

**Rare Book Collections** (314) 935-3862  
[library.wustl.edu/spec/rarebooks/](http://library.wustl.edu/spec/rarebooks/)  
[reeseg@wustl.edu](mailto:reeseg@wustl.edu)

**University Archives** (314) 935-9730  
[library.wustl.edu/units/spec/archives/](http://library.wustl.edu/units/spec/archives/)  
[srooney@wustl.edu](mailto:srooney@wustl.edu)

**Whispers Café** (314) 935-9092  
[dining.wustl.edu/items/whispers-cafe/](http://dining.wustl.edu/items/whispers-cafe/)

### BERNARD BECKER MEDICAL LIBRARY

660 S. Euclid Ave. (314) 362-7085  
[becker.wustl.edu/](http://becker.wustl.edu/)  
[askbecker@wustl.edu](mailto:askbecker@wustl.edu)

### BROWN SCHOOL LIBRARY

300-304 Brown Hall (314) 935-6633  
[libguides.wustl.edu/BrownSchoolLibrary](http://libguides.wustl.edu/BrownSchoolLibrary)  
[brownlibrary@wustl.edu](mailto:brownlibrary@wustl.edu)

### CHEMISTRY LIBRARY

549 Louderman Hall (314) 935-6591  
[library.wustl.edu/units/chemistry/](http://library.wustl.edu/units/chemistry/)  
[chem@wumail.wustl.edu](mailto:chem@wumail.wustl.edu)

### EAST ASIAN LIBRARY

January Hall, 2<sup>nd</sup> Floor (314) 935-5525  
[library.wustl.edu/units/ea/](http://library.wustl.edu/units/ea/)  
[ea@wumail.wustl.edu](mailto:ea@wumail.wustl.edu)

### GAYLORD MUSIC LIBRARY

Gaylord Hall (314) 935-5563  
[library.wustl.edu/units/music/](http://library.wustl.edu/units/music/)  
[music@wumail.wustl.edu](mailto:music@wumail.wustl.edu)

### GUSTAVUS A. PFEIFFER PHYSICS LIBRARY

340 Compton Hall (314) 935-6215  
[library.wustl.edu/units/physics/](http://library.wustl.edu/units/physics/)  
[alison@wustl.edu](mailto:alison@wustl.edu)

### KENNETH and NANCY KRANZBERG ART & ARCHITECTURE LIBRARY

Kemper Museum Bldg. - Ground Floor (314) 935-5268  
[library.wustl.edu/units/artarch/](http://library.wustl.edu/units/artarch/)  
[artarch@wumail.wustl.edu](mailto:artarch@wumail.wustl.edu)

### KOPOLOW BUSINESS LIBRARY

Simon Hall, Room 290 (314) 935-6963  
[library.wustl.edu/units/business/](http://library.wustl.edu/units/business/)  
[WU\\_BSchoolCircula-cfus@gowustl.onmicrosoft.com](mailto:WU_BSchoolCircula-cfus@gowustl.onmicrosoft.com)

### LAW LIBRARY

Anheuser-Busch Hall, 4<sup>th</sup> Floor (314) 935-6450  
[law.wustl.edu/library/](http://law.wustl.edu/library/)  
[reference@wulaw.wustl.edu](mailto:reference@wulaw.wustl.edu)

### RONALD RETTNER

### EARTH & PLANETARY SCIENCES LIBRARY

Scott Rudolph Hall, 3<sup>rd</sup> Floor (314) 935-5406  
[library.wustl.edu/units/epsc/](http://library.wustl.edu/units/epsc/)  
[eps@wumail.wustl.edu](mailto:eps@wumail.wustl.edu)

### WEST CAMPUS LIBRARY & CONFERENCE CENTER

7425 Forsyth Blvd. (314) 935-6252  
[library.wustl.edu/units/westcampus/](http://library.wustl.edu/units/westcampus/)  
[westcamp@wumail.wustl.edu](mailto:westcamp@wumail.wustl.edu)

# POLICIES - John M. Olin Library

Policies at other campus libraries may vary.

## 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)	

## 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
iPad	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
(Faculty & Grad limit 30; Staff & Undergrad limit 20)	
MOBIUS Audiobooks, CDs, DVDs, VHS Videos	10 days
(limit 5 total)	
Mouse (optical)	1 day
Muse Brain-Sensing Headband	5 days
Newspapers	1 day (Faculty & Grad students only)
Phone Charger	3 hours
Presentation Remote	1 day
Projector	5 days
Thermal Imager (FLIR One)	5 days
USB-C cable	1 day
VHS Videos (limit 30 AV items)	14 days
Video Camera	5 days
View Master Virtual Reality	5 days
Webcam	5 days

## 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

## RENEWALS (unless Recalled or Requested by another patron)

(WU & MOBIUS): [spokane.wustl.edu/patroninfo/](https://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 audiovisuals	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](https://commerce.cashnet.com/OLINLIBRARY)

Audiobooks	\$1.00/day
Books - General Collection	20¢/day
Calculator (Scientific)	\$1.00/day
Cameras	\$10.00/day
CDs	\$1.00/day
DVD Player (all regions portable)	\$1.00/day
DVDs	\$1.00/day
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
iPad	\$10.00/day
Journals	\$1.00/day
Laptop Cable Lock	\$1.00/hour
Laptop Charger	60¢/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	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
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

# SERVICES - John M. Olin Library

## **Audiobooks** (level B)

**CDs** (range B099), **Tapes** (range B024)

[library.wustl.edu/services/circ/find-cdsdvds/](http://library.wustl.edu/services/circ/find-cdsdvds/)

## **AV Studio** (level A, Room A05)

[library.wustl.edu/units/olinlibrary/transformation/av-studio/](http://library.wustl.edu/units/olinlibrary/transformation/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/](http://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/](http://library.wustl.edu/services/circ/find-cdsdvds/)

5-day checkout from the Help Desk.

## **Camera (DSLR)**

[library.wustl.edu/services/circ/find-cdsdvds/](http://library.wustl.edu/services/circ/find-cdsdvds/)

5-day checkout from the Help Desk.

A tripod and a microphone are also the DSLR.

## **Camera (Endoscope)**

[library.wustl.edu/services/circ/find-cdsdvds/](http://library.wustl.edu/services/circ/find-cdsdvds/)

5-day checkout from the Help Desk.

## **CDs / CD-ROMs**

[library.wustl.edu/services/circ/find-cdsdvds/](http://library.wustl.edu/services/circ/find-cdsdvds/)

## **Chat / Instant Messaging**

(314) 219-1462 [library.wustl.edu/ask-us](http://library.wustl.edu/ask-us)

Available during Help Desk - Reference hours.

## **Data and Visual Exploration (DaVE)** (level A, Room A07)

Data visualization & exploration in virtual reality and augmented reality environments.

## **Declaration of Independence** (level 1)

[library.wustl.edu/exhibitions/declaration/](http://library.wustl.edu/exhibitions/declaration/)

Viewing hours Mon-Fri 9am-5pm, Sat-Sun 11am-5pm

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

## **DVD Player (all regions, self-contained, portable)**

[library.wustl.edu/services/circ/find-cdsdvds/](http://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/](http://library.wustl.edu/services/circ/find-cdsdvds/)

## **Exhibitions** (Newman Tower level 1)

## **Expedition Office** (Level A, Room A08)

## **Gender-Inclusive Restrooms** (level A)

## **GPS Handheld Navigator**

[library.wustl.edu/services/circ/find-cdsdvds/](http://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/](http://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](http://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](mailto:slaaker@wustl.edu)

## **Instruction Rooms 1, 2, and 3** (level A)

Library-related instruction only. Instruction Room 3 generally available if not otherwise reserved. Contact Amanda Albert for scheduling: (314) 935-6396, [amandaalbert@wustl.edu](mailto:amandaalbert@wustl.edu)

## **Interlibrary Loan**

[library.wustl.edu/services/ill/](http://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/](http://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 A)

## **Laptop (MacBook Air & MacBook Pro)**

[library.wustl.edu/services/circ/find-cdsdvds/](http://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/](http://library.wustl.edu/services/circ/find-cdsdvds/)

5-day checkout from the Help Desk.

**Library Catalog** [catalog.wustl.edu/search/](http://catalog.wustl.edu/search/)

**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/](http://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/](http://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/](http://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/](http://library.wustl.edu/services/circ/find-cdsdvds/)

5-day checkout from the Help Desk.

**My Catalog** [spokane.wustl.edu/patroninfo~S2/](http://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](http://login.libproxy.wustl.edu/login)

[libguides.wustl.edu/offcampusaccess](http://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/](http://library.wustl.edu/services/circ/find-cdsdvds/)

1-day checkout from the Help Desk.

**Projector**

[library.wustl.edu/services/circ/find-cdsdvds/](http://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](http://login.libproxy.wustl.edu/login)

[libguides.wustl.edu/offcampusaccess](http://libguides.wustl.edu/offcampusaccess)

**Recommend a Purchase for the Library**

[library.wustl.edu/services/forms/bookorder/](http://library.wustl.edu/services/forms/bookorder/)

**Reference Collection** (level 1, southwest corner)

**Research Guides** [libguides.wustl.edu/](http://libguides.wustl.edu/)

**Research Studio** (level A, Room A06)

Computing stations with specialized software.

**Reserves** (level 1 Help Desk)

[library.wustl.edu/services/reserve/](http://library.wustl.edu/services/reserve/)

**Risa's Landing** (Newman Tower level 2)

**Scanners** (all levels)

[library.wustl.edu/services/technology-in-the-library/](http://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**

(levels A, B, 2 & 3)

Locked Campus Card-entry study rooms.

**Study Room (private) - Graduate Students** (level A)

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](http://libguides.wustl.edu/studyrooms)

**Subject Librarians**

[library.wustl.edu/research-instruction/subjectlibrarians/](http://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](http://library.wustl.edu/ask-us)

Available during Help Desk - Reference hours.

**Thermal Imager (FLIR One)**

[library.wustl.edu/services/circ/find-cdsdvds/](http://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/](http://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, ranges B021-B024)

**View Master Virtual Reality**

[library.wustl.edu/services/circ/find-cdsdvds/](http://library.wustl.edu/services/circ/find-cdsdvds/)

5-day checkout from the Help Desk.

**Webcam**

[library.wustl.edu/services/circ/find-cdsdvds/](http://library.wustl.edu/services/circ/find-cdsdvds/)

5-day checkout from the Help Desk.

**Writing Center** (level 1) [writingcenter.wustl.edu/](http://writingcenter.wustl.edu/)

One-on-one tutoring to WU students for any writing or public speaking project.