

Student Guidebook for the Giovale Library



Phone:

(801) 832-2250

Hours:

Changes in these regular hours will be posted on the library's Web page at:

www.westminstercollege.edu/library/about/hours.cfm

Monday—Thursday	7:30 AM to 11:00 PM
Friday	7:30 AM to 6:00 PM
Saturday	9:00 AM to 6:00 PM
Sunday	11:00 AM to 11:00 PM

WELCOME TO THE GIOVALE LIBRARY

To Borrow Materials

Your campus ID card serves as your library card. ID cards can be obtained in the Health and Wellness Activity Center.

Books from the Main, New Books and Curriculum collections may be borrowed for 28 days. Books from the Popular reading Collection may be checked out for 14 days. Popular and Academic DVDs may be checked out for four days.

All materials should be returned on or before the due date. If you wish to renew items, please call or bring the items into the library, and we will renew them. Materials may also be renewed online through the library's webpage.

You are responsible for all items checked out on your library card.

Fine Schedule

All items accrue fines at \$0.25/day. Maximum fine for any type of item is \$10.00. This is the fine only, if the item ages from "Overdue" to "Lost" full replacement cost will be assessed in addition to the fines already accrued.

If a lost item is returned, you will be credited for the replacement cost but not for the \$10.00 in overdue charges that were accrued.

Payments are accepted in the form of cash, check or credit card. If your account has a balance of \$25.00 or more, a block will be placed on your library account as well as your campus account. You will be unable to check materials, register for classes, or graduate until this block is removed.

Food for Fines

The Giovale Library accepts canned food donations in lieu of money for fine payments. When you donate canned goods to the Giovale Library, we will waive up to \$10.00 off of your total fines per semester. Each item is worth \$1.00. All donations benefit the Utah Food Bank. You can view their most needed food items at <https://www.utahfoodbank.org/needed-items>

To Use Materials From Other Libraries

Take your Westminster College ID card to any academic library within the state of Utah and you may obtain circulation privileges.

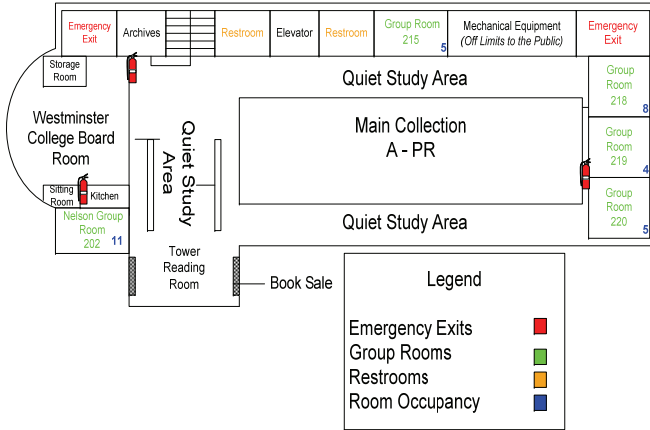
Request an Interlibrary Loan

Interlibrary loan services are available and free of charge to current students. Requests for books and articles must be submitted through ILLiad, our interlibrary loan system. To create an ILLiad account please go to: www.westminstercollege.edu/library/services/ill.cfm

Please verify that the library does not have access to your journal by going to the Journal Locator on the library webpage at www.westminstercollege.edu/library/resources/journals.cfm

For answers to problems or questions contact the library at ill@westminstercollege.edu.

Upper Level



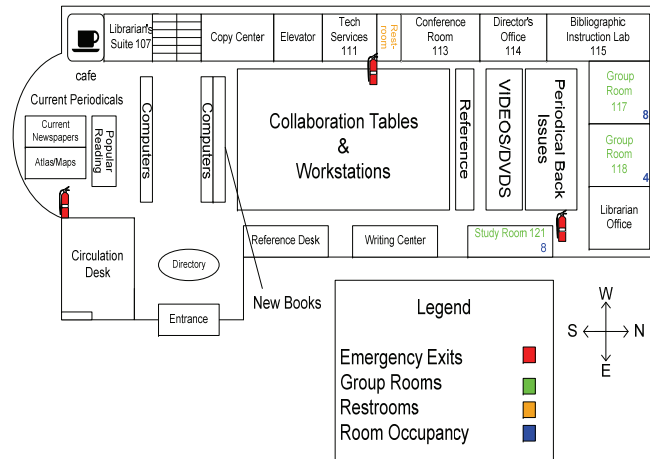
Audio/Visual Equipment

AV equipment can be checked out at the circulation desk upon request. The default checkout period for all items is 4 days but accommodations can be made. Some items available for checkout include digital cameras, video cameras, LCD projectors, and digital voice recorders. To inquire about the availability of specific items, contact the Circulation Desk.

Course Reserves

The Course Reserves collection houses the materials your professors have set aside for limited class use. You can search instructor name or course number on the Giovale Library's homepage by selecting the "Course Reserves" tab. This search will provide a call number for the item and current availability. You may access books, DVDs, and other physical materials by requesting them using at the Circulation Desk. Knowing the specific call number of the item you are looking for will speed up this process. All articles will be available online in .pdf format.

Main Level



Wii remotes and hardware are also available for checkout at the Circulation Desk to be played in Room 033 in the lower level of the library.

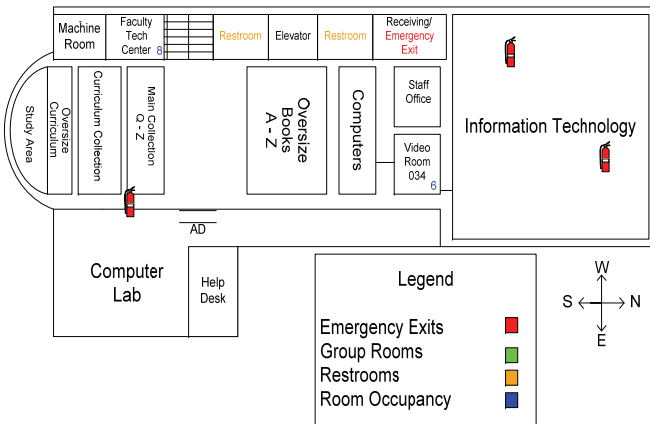
Study Rooms and Group Workstations

The main and upper levels of the library contain several study rooms available to reserve for group work. Each study comes equipped with a white board. Dry erase markers are available to check out at the circulation desk. The group computer stations on the main level are also available for reservations. You must provide a two hour notice to make a reservation and can only reserve them for three hour blocks. Reservations can be made up to two weeks in advance. You may reserve a room or computer station by calling the circulation desk at (801) 832-2250.

Copiers and Scanners

The library has copiers and scanners located in the copy center in the Giovale library. Copies are 5¢, scanning documents is free. For large or odd sized copy jobs, please visit the campus copy center.

Lower Level



Study rooms and group computer stations are primarily for group work only. The library staff reserves the right to remove single users in order to accommodate groups.

Lost and Found

The library has a lost and found located at the Circulation Desk. Items from the lost and found are held for one week before they are taken to the campus lost and found at the Concierge Desk located in Shaw.

Schedule a Consultation

If you want a one-on-one consultation session with a librarian to learn more about the services and products the library offers and how to use them, fill out a consultation request form at:

www.westminstercollege.edu/library/help/ask.cfm

You may also contact the library staff for quick reference help through our Ask a Librarian link at:

www.westminstercollege.edu/library/help/ask.cfm