Basic Borrowing Guidelines
For Evansdale Library

WVU Students, Faculty, & Staff may borrow materials by presenting a valid WVU Mountaineer or Faculty/Staff ID Card.

Returns:
Books may be returned to any of the WVU Libraries, however, Journals and AV/Media items must be returned to the owning library.

Renewals:
Books may be renewed **on-line** or you may bring books to the Circulation desk with your Mountaineer/WVU ID card. We do not make renewals by phone. **If you have a problem with on-line renewals, promptly call 304-293-9759 to acquire help!!**

Proxy Cards:
As a convenience to faculty and staff, proxy borrowers may be authorized to check out materials. The faculty/staff member must complete a Proxy Authorization Form in person at the Circulation Desk. For more information: 304-293-9759 or evansdalecirculation@mail.wvu.edu

Borrowing Limits and Loan Periods:

Faculty, Staff:
100 item limit - Semester loan
  Bound Journals – 24 hour loan
  Unbound Journals – 2 hours and overnight

Graduates:
100 item limit – Semester loan
  Bound journals – 24 hour loan
  Unbound journals – overnight loan

Undergrad: 30 item limit - 4 week loan
  Bound Journals – 24 hour loan
  Unbound journals – Library use only

Resident: 5 item limit - 4 week loan
  Bound and Unbound journals – Library use only

On-Line Services
www.libraries.wvu.edu/
To check patron record:
  ▪ Go to Mountainlynx
  ▪ Click Patron Information button
  ▪ Type in your 9 digit WVU universal ID number card (700……….)
  ▪ Type last name,
  ▪ Click LOGIN button

  1) Renew items
  2) Verify address
  3) View information on…
  ▪ Items checked out
  ▪ Fines
  ▪ Hold/Recall Item

Verify new due date after renewals, you cannot renew items on-line same day they are due or if overdue. If you have a problem with on-line renewals, promptly call (304-293-9759) to acquire help!!

Found an item in the Mountainlynx?
Note location, call number & status.

Status = not checked out: item should be found in stacks using call number

Use chart below to determine request type:

  Status = checked out - Recall
  Call Number = In Process - In Process
  Status = Checked Out - Due on
  Indefinite:
  Depository Books - Recall
  Depository Journals – ask for assistance

Other Services

Wireless Laptop Computers: Circulation Desk

Interlibrary Loans: Pick-up & return at Circulation Desk. Questions, contact ILL Department 304-293-9762

E-Z Borrow Loans: Pick-up & return at Circulation Desk

Music LPs and Scores: Ground floor; ask at Circulation Desk for assistance

Music CDs and Listening equipment: Ask at Circulation Desk

Current Journals: Main floor

Bound Journals: Shelved by Call Number on Ground and Second floors

Copiers: Main floor. $.08 per copy with copy card or Mountaineer/WVU ID Card. Copiers do not accept cash or coins. Mountie Bounty Value-add machine available here

Pharos Printers: Main floor. $.06 a copy with copy card or Mountaineer/WVU ID card only

Report lost or stolen cards to the Circulation Department & the Mountaineer Card office (304-293-CARD).

These policies are applicable to circulating materials in the Evansdale Library. They are not true for all libraries on campus.

Questions?? - Contact the Evansdale Circulation Desk at 304-293-9759.
FINES

Please Note:
The following fines pertain to items charged at the Evansdale Library. Fines may vary in other library locations. At $5.00, borrowing privileges are blocked & fines may be referred to the Office of Student Accounts (requires payment there).

Books (monographs): 30 day overdue grace period, then $10 nonrefundable processing fee, plus value of book if not returned.

E-Z Borrow items: $ .25 per day

Reserve Materials (2 hour loan): $.02 per Minute = $1.20 per hour

Music CD, Cassettes & LP: $1.00 per day

Laptop Computers and Adaptors (4 hour loan), Cables, and Media Listening Equipment (4 hour loan): $.02 per Minute = $1.20 per hour

Journals (2 hour loan): $.02 Per Minute = $1.20 per hour

Recalled Materials: $3.00 per day

NOTE: Lost Materials
You will be charged the cost for replacement of item + a nonrefundable processing fee. If a book is damaged beyond repair, the borrower is charged a replacement cost.

FOR MORE INFORMATION:
http://www.libraries.wvu.edu

E-Z BORROW

What is E-Z Borrow?
* A service provided by PALCI (Pennsylvania Academic Library Consortium, Inc.) of which WVU is a member.
* The service enables WVU students, faculty, and staff to borrow books unavailable at WVU Libraries directly from participating schools in the consortium.
* Requested books are sent to WVU within 5 working days for pick-up at your library’s Circulation Desk.
* E-Z Borrow does not loan periodicals.

How do I use E-Z Borrow?
* Search MountainLynx Catalog to determine if item is owned by WVU.
* If not owned by WVU or checked-out, click E-Z Borrow button on Libraries homepage.
* Log-in using the WVU universal ID number (ALL 9 numbers – “700….”) and select Searching/Requesting.
* Enter your search term and select an EZ Borrow group from the pull down menu. (Each group must be searched individually).
* When you find a copy of the book available, request it directly from the lending library.
* You will receive a series of email messages with the status of your request, including when the item is available for pick-up from your library. Emails will be sent to Groupwise or MIX accounts.

EVANSDALE LIBRARY
CIRCULATION POLICIES

Fall/Spring Semester Hours
Monday – Thursday 7:30 am – 2 am
**1st two weeks of semester 7:30 am – midnight
Friday 7:30 am – 8 pm
Saturday 11 am – 7 pm
Sunday 12 pm – 2 am
**1st two weeks of semester - noon- midnight

Summer Semester Hours
Monday – Thursday 8 am – 9 pm
Friday 8 am – 5 pm
Saturday 9 am – 5 pm
Sunday 6 pm – 10 pm

Holiday and break hours as posted

Evansdale Library
Circulation Desk 304-293-9759
ILL Desk 304-293-9762
Reference Desk 304-293-4695

Evansdale Library
West Virginia University
P.O. Box 6105
Morgantown, WV 26505-6105
http://www.libraries.wvu.edu/evansdale/