

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

Report corrections to the Circulation Desk.

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: \$0.25 per day

Reserve Materials (2 hour loan):

\$0.02 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):

\$0.02 per Minute = \$1.20 per hour

Journals (2 hour loan):

\$0.02 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/>