

Helpful Links and Resources (found on the left-side menu of the library's homepage)

Archives - information and links to the college and central West Virginia history (including the college catalogs, newspapers, yearbooks, oral histories and many photographs)

Citing Sources - links on how to properly credit materials used in written works

Databases for Research - a wide variety of online databases to meet your educational needs and areas of research interest—select from the entire list of databases or limit your search to a specific subject

E Periodicals Locator - use to verify if a journal is available in full-text in any of the library's databases

Interlibrary Loan - ILL form (for obtaining materials the library does not have)

LibGuides - information/how-to guides on a variety of library topics (such as eBooks, Ellison die cutting machine, Interlibrary Loans, WVDeli, The Research Process, Library Spaces, etc.)

Library Catalog - online catalog for accessing hardcopy and digital materials provided by the library

New Patron Orientation - PowerPoint presentation about the library, its uses, and resources

Special Resources

Freegal – free, permanent downloads of three songs per week plus **three hours streaming per day**

WVDeli - checkout eMaterials for 7, 14, or 21 days (there is never an overdue fine with digital materials!)

WV Info Depot - (<http://wvinfodepot.org>) online resources via WV Library Commission - includes Job/Career Accelerator, NoveList Plus, Scholastic Go!, and Learning Express Library which consists of self-paced studies: Adult Learning, Career, College, Test Prep, Computer Skills, Job & Career, etc. - ask a library staff member for login information

Zinio - dozens of popular magazines for download and indefinite access in your own digital account

Note: Digital resources are available on and off campus 24/7 and never generate overdue fines!

Check out **WVDELI**

WV Digital Entertainment Library Initiative
<http://wvdeli.lib.overdrive.com>

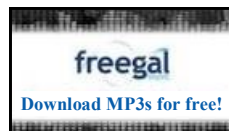
Facebook: <https://www.facebook.com/wvdeli1>

Offering 1000s of downloadable eBooks, e-audiobooks, e-music albums and e-videos

What You Need:

- A computer or mobile device with access to the Internet
- Be a GSC student, faculty or staff member or a Robert F. Kidd Library community patron
- Free digital media software and how-to information available from the ? on the [WVDELI website](#) (OverDrive, Adobe Digital Editions)

Updated 08-12-15



Freegal (free+legal=freegal!) - music download service with millions of music selections. Select and "own" three songs a week **plus stream up to three hours a day.**

SERVICES & MATERIAL LOCATIONS

Ground Floor

Archives & Special Collections (SC)
Classrooms 16LY and 23LY
Restrooms, Offices, and Study Areas

First Floor

Circulation and Reference Desks
Computer Lab
Ready Reference Collection (RR)
Reserve Materials
Current Newspapers, Magazines and Journals
Archived Newspapers
Printers plus Copiers with Scanner & FAX Service
Audiovisuals (e.g., DVD, VT, AB, MCD)
Rosetta Stone Language Program Computers
(German, Italian, Portuguese, Spanish)
Ellison Die-Cut Machine Station
Coffee Center (coffee, tea, hot chocolate options)
Restrooms, Study Areas, Soda vending machine

Second Floor

Reference Collection (R)
Oversize Collection (f 000-999)
General Collection 000-599
Education Curriculum Materials (ECL)
Kemper Bird Displays
Berlin B. Chapman - West Virginia Room
(e.g., Pioneer Publications [PP], SC 000-799, W)
Conference Room
Study Areas

Third Floor

General Collection 600-999
SC 800-999
Children's Room with Juvenile Collections
Archived Magazines and Journals
Indexes, Microforms
Restrooms and Study Areas
TV with DVD player and Playstation3



With **Zinio**, download full digital issues of many popular magazine titles; keep indefinitely in your personal account.

To access any online library service:

Go to the **Library webpage**

- <http://www.glenville.edu/library/index.php> -

(or go to the **GSC webpage** - <http://www.glenville.edu> - and click "Library" in the horizontal menu bar)



Robert F. Kidd Library

100 High Street
Glenville, WV 26351

Phone: (304)462-4109 or (304)462-6160
Fax: (304)462-4049

E-mail:

Reference: library@glenville.edu
Circulation: lib.circ@glenville.edu
Archives: archives@glenville.edu



REGULAR OPERATING HOURS

Monday-Thursday	7:45 AM - 8:00 PM
Friday	7:45 AM - 4:00 PM
Saturday	Generally closed/with exceptions
Sunday	1:00 PM - 9:00 PM

WHEN CLASSES ARE NOT IN SESSION

Monday-Friday 8:00 AM - 4:00 PM

CLOSED FOR MAJOR HOLIDAYS

HOURS MAY BE SUBJECT TO CHANGE
Check library entrance doors or call for updates.



Join us on Facebook!

Robert F. Kidd Library Quick Facts

CIRCULATION POLICIES: A current GSC ID is required for all students, faculty, and staff. IDs may be obtained from the Student Life Office in the Mollohan Center. A public library card is required for community patrons.

Loan periods for faculty: semester checkout

Loan periods for students:

- **Books:** 14 days
- **DVDs - Videos - CDs - Audiobooks:** 7 days
- **WVDELI eMaterials:** select a 7, 14, or 21 day checkout period; with automatic digital material check-in, you never have overdue fines or lost/damaged costs!
- **Reserve Materials:** checkout is set by the faculty member placing the item on reserve and varies from 1-3 hours "In Library Use Only" to overnight-14 days.

Renewals: One renewal, either in person or *by phone*, unless someone has requested the item.

Fines:

- **Regular Material (books, DVDs, etc.)**
10¢ per day to a maximum of \$10.00 per item.
- **Reserve Material**
25¢ per hour to a maximum of **\$50.00 per item**.

Replacement of Lost or Damaged Materials:

(Includes \$10 processing fee plus any overdue fines)

- **Books** - Replacement cost or \$50 per item.
- **Audiovisuals (DVDs, videos, CDs, equipment, etc.)** - Replacement cost or original cost of item.
- **Children's Books** - Replacement cost or \$25 per item.

LIBRARY CATALOG: The Library's online catalog (<http://www.glennville.edu/library/index.php>) is used to locate library materials - books, eBooks, DVDs, WVDELI digital items, etc.

COMPUTER USE:

The Robert F. Kidd Research Center on 1st floor has computers available on a first come/first serve basis. Educational use is given priority over recreational use. A personal account login for GSC users is required. Guest logins are available for visitors at the Circulation (Circ.) Desk.

Wireless connection is available.

Computers have Internet Explorer, Microsoft Office programs and other software needed for class assignments and are networked to printers in the Circ. area.

Inform a library staff member if a program needed for a class assignment is not available so appropriate installation arrangements can be made.

(NOTE: Computers are protected with Deep Freeze and revert to their original settings when shut down. *Make sure you do not lose any information; SAVE your document immediately to a USB stick and SAVE frequently as you proceed. Anything saved directly on a computer is irretrievable if the computer shuts down!*)

DATABASE ACCESS:

From anywhere via the Internet — if you are a current GSC student, faculty or staff member, you can use our subscription databases 24/7.

To use the databases:

- Go to **GSC's webpage** (<http://www.glennville.edu>)
- Click "Library" in the horizontal menu bar
- Click "Databases for Research" (left-side menu)
- Select the database you want to search

If accessing off-campus (remote access):

Select a database and do one of the following on the EZProxy login page -

1. Enter the same GSC "Userid" and "Password" you use to log into your email and domain, or
2. Enter the current library-assigned code word
(Contact the library at (304)462-4109 or (304)462-6160 for information and assistance.)

INTERLIBRARY LOANS: Interlibrary Loan (ILL) services provide GSC students, faculty & staff materials not available at this library. To make a request, fill out and submit the **ILL form** on the left-side menu of the Library's webpage. Give detailed, accurate information to reduce the time between request and receipt of material. ILL cost is \$1.00 per request (plus 10¢ per page for printouts of journal articles). The requestor will be notified when the material is available. Loan periods and renewal policies are set by the lending institutions.

REFERENCE SERVICES: Reference assistance is available and can be helpful in many ways (such as topic selection, information access and evaluation, search strategies, research assistance, etc.). Stop in, call 304-462-6164, or **email** for help.

ARCHIVES: Located on Ground floor, the Archives provides preservation and digitization of historical materials of the college, the local area and the state. **Oral histories** of the **local area** and the **Veterans Legacy Project** are part of its collections. Call 304-462-6163 for assistance (ext. 6163 on campus).

COPIERS/PRINTERS: (Circ. area)

- Black & white - 10¢ per page
- Color text - 25¢ per page
- Color photo - 50¢ per page
- Color photo on photo paper - \$1.00 per page

SCAN SERVICE: Scanned copies can be saved to a USB stick (free), emailed (free), or printed (10¢ per page if b/w). Ask a staff member for assistance.

FAX SERVICE: Faxing is via the color copier at Circ.

Cost to send:

- \$1.00 per page in-state
- \$2.00 per page out-of-state
- \$3.00 per page out-of-country

Cost to receive:

- 10¢ per black & white page

Library fax number: (304)462-4049

COFFEE CENTER: Various flavors of coffee, tea and hot chocolate are available for \$1.00 per cup. Purchases are made at the Circ. Desk.

DISABILITY SERVICES:

- **Entrance:** The east-side door nearest the Hefflin Administration Building is ADA compliant
- **Elevator:** Once inside, an elevator is available to access all floors of the library