

## Some Helpful Links and Resources

(found on the left-side menu of the [library webpage](#))

**Archives** - includes information about GSC and central West Virginia history (including the college catalogs, newspapers, yearbooks, oral histories and many photographs)

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

**E Periodicals Search** - use to verify if a journal is available in full-text in library databases

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

**Purchase Requests** - fill-in/email form for requesting the Library purchase and add specific materials to the collections.

## Special Resources

**WVDeli** - best sellers, popular fiction and non-fiction, and educational eBooks, audiobooks or streaming videos to check out (there is never a lost or overdue fine with digital materials!)

**WV Info Depot** - (<http://wvinfo depot.org>) digital resources via WV Library Commission - includes Explora, Job/Career Accelerator, NovelList 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

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

Check out  
**WVDELI**

WV Digital Entertainment  
Library Initiative



<https://wvdeli.overdrive.com>

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

1000s of eBooks, audiobooks, and videos for checkout

### What You Need to use **WVDELI**:

- 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 [Help](#) on the [WVDELI website](#).

Updated 08-06-19

## SERVICES & MATERIAL LOCATIONS

### Ground Floor

Archives  
**Classroom 16LY**  
Restrooms 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**  
**Copiers with Scanner & FAX Service**  
Audiovisuals (e.g., DVD, AB, MCD)  
Pbk Book Collection (000-999)  
Ellison Die-Cut Machine Station  
Kemper Bird Displays  
Restrooms and Study Areas,  
Soda vending machine

### Second Floor

Oversize Book Collection (f 000-999)  
General Book Collection 000-999  
Children's Book Collections - fiction and non-fiction  
Berlin B. Chapman - West Virginia Room -  
Reference (e.g., Pioneer Pubs [PP], SC  
000-999, W, WN)  
Conference Room  
Study Areas

### Third Floor

Academic Success Center (ASC)  
Advising  
Career Services  
College Completion Center  
Disability Services  
Hidden Promise  
Tutoring Center

To access any online library service:

Go to the [library webpage](#)

- <https://www.glenville.edu/library> -

## Robert F. Kidd Library

100 High Street  
Glenville, WV 26351

Phone: (304)462-6160

Fax: (304)462-4049

E-mail:

Reference: [library@glenville.edu](mailto:library@glenville.edu)

Circulation: [lib.circ@glenville.edu](mailto:lib.circ@glenville.edu)

Archives: [archives@glenville.edu](mailto:archives@glenville.edu)



### REGULAR OPERATING HOURS DURING FALL/SPRING SEMESTERS

Monday-Thursday	7:45 AM - 8:00 PM
Friday	7:45 AM - 4:00 PM
Saturday	Generally closed/with exceptions
Sunday	12:00 PM - 8:00 PM

### WHEN CLASSES ARE NOT IN SESSION

Monday-Friday	8:00 AM - 4:00 PM
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### CLOSED FOR MAJOR HOLIDAYS

HOURS MAY BE SUBJECT TO CHANGE

Check library entrance doors or call for updates.



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GLENVILLE  
STATE COLLEGE

# 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 - CDs - Audiobooks:** 7 days
- **WVDELI eMaterials:** select a checkout period of 7, 14, or 21 days (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 1-14 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:**

- **Books** - Replacement cost or \$50 per item.
- **Audiovisuals (DVDs, CDs, equipment, etc.)** - Replacement cost or original cost of item.
- **Children's Books** - Replacement cost or \$25 per item.  
(Additional costs include \$10 processing fee plus any overdue fines)

**LIBRARY CATALOG:**

The online catalog (located on the [Library's main webpage](#)) is used to find library materials - books, eBooks, DVDs, WVDELI digital items, etc.

### COMPUTER USE:

The Robert F. Kidd Research Center on 1st floor has computers available on first come/first served 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 DeepFreeze 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 library webpage — 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 the [library webpage](#)
- 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)462-6160 for information and assistance.)

**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 "[Ask a Librarian](#)" for help.

### INTERLIBRARY LOANS:

Interlibrary Loan (ILL) services provide materials not available at this library but available through another library. To make a request, fill out using accurate information and submit the [ILL form](#) on the left-side menu of the library webpage. ILL cost is \$1.00 per request (plus 10¢ per page for printouts of journal articles). The requestor is notified when the material arrives. Loan periods/renewal policies are set by the lending library.

### ARCHIVES:

Located on Ground floor, the Archives provides preservation and digitization of historical materials of the college, local area and 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
- 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 printed page

**Library fax number:** (304)462-4049

**DISABILITY SERVICES:**

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