

WESLEYAN
GRADUATE
LIBERAL STUDIES

74 WYLLYS AVENUE
MIDDLETOWN, CT 06459

LIBRARY SERVICES

LIBRARY HOURS

Up-to-date library hours are posted at <http://www.wesleyan.edu/libr/hours/>
You may also call 860/685-2660 for this information.

ID CARDS AND USER RESPONSIBILITIES

A valid Wesleyan ID that is linked to the library circulation database is needed to charge out library materials. GLS student IDs are active only during term(s) in which they are enrolled. **ID cards are nontransferable, and may not be used by anyone other than the person to whom they were issued.**

New students need to visit the Circulation Office in Olin Library 115 to set up their borrowing privileges. If you have questions concerning ID cards or library circulation issues, in general, please call 860-685-3877.

LOAN PERIOD

Loan periods differ according to the type of material being charged. Receipts for returned items are available upon request.

Books - 28 days
Government Documents - 28 days
CD-ROMs – 7 days
Music CDs - 7 days
Cassettes - 28 days
Music Scores - 28 days
Videos (tapes, discs) - 3 days
Bound Periodicals in Olin - 14 days
Reserve Items - 2 to 24 hours (items vary).

BORROW/RECALL CTW MATERIALS

Connecticut and Trinity Colleges, along with Wesleyan University, comprise a library consortium known as CTW. The CTW Consortium shares an online library catalog, and borrowing privileges are extended to the user communities of the three institutions. Wesleyan students may borrow items from the other institutions either in person at the lending library with a valid student ID, or they may use the online catalog to place their requests. Photocopies of journal articles are also available through the same Request procedure. The turnaround time for CTW online requests is usually about 48 hours.

REFERENCE SERVICES

Reference services are available at the Olin, Art, and Science Library as well as Scores and Recordings and Special Collections & Archives. Advise the Reference Department of your research interests and a librarian will discuss library services with you, give you a tour of the library facilities, or help you begin your research. Please stop at the reference desk or call one of the numbers listed below.

Olin Memorial Library	860/685-3873
Art Library	860/685-3326
Scores and Recordings	860/685-3899
Special Collections & Archives	860/685-3864
Science Library	860/685-3714

PERSONAL RESEARCH SESSIONS

As a service to the Wesleyan community, Wesleyan's librarians are available for personal research sessions with students. The librarian will make a list of useful reference works, online indexes, and other sources for you, and show you how to use these tools to find a lot of relevant information quickly. These one-on-one sessions with a librarian—on your schedule, and concentrating on your particular needs—are a terrific resource. To schedule a personal research session, click on the link in the Help section on the library's home page or ask to speak to a librarian in any of the libraries.

ITEMS IN STORAGE OR SPECIAL COLLECTIONS

Older and lesser-used materials are housed in a secure storage facility on campus. These materials may be retrieved upon your request, and they will normally be available for your use within 24 to 48 hours. All items in Special Collections & Archives are housed in closed stacks and they will also be retrieved, upon request, for your use. They are available for use in the SC&A reading room on the same day that you make your request, or as soon as the reading room opens the next day. SC&A reading room hours are Monday--Friday 1:00-5; summer hours are Monday--Thursday 1:00-5. To request materials either from storage or Special Collections & Archives, please complete a "Request Items from Special Collections or Storage" form which is available either right outside the main entrance to Special Collections & Archives or inside Special Collections at the main desk.

ACCESSING ONLINE RESOURCES FROM OFF-CAMPUS LOCATIONS

Wesleyan University Library subscribes to a wide array of online indexes, electronic journals, and other databases available over the Internet. Since they are paid subscriptions, access to them off-campus is generally limited to users from the Wesleyan community campus network. However, as a GLSP student, you can access these databases off campus via Wesleyan's proxy server.

INTERLIBRARY LOAN SERVICES

The Interlibrary Loan Department supports your research by borrowing materials that are not available in the CTW consortium libraries. Generally this service is limited to books, theses and dissertations, photocopies of articles and microfilms. Turnaround time is approximately two weeks depending on the location of the lending library.