

# University Library Services and Hours

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## 1. Overview

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Welcome to the Westfield State University Libraries! Our libraries are at the heart of the university's academic life, providing a rich collection of resources, expert assistance, and a variety of study environments to support your learning, teaching, and research needs. We are committed to fostering intellectual growth and creativity by offering access to a vast world of information, both in print and online. Whether you are a student, faculty member, or staff, our dedicated team is here to help you succeed. This document provides a comprehensive guide to the services, resources, and policies of the Westfield State University Libraries.

## 2. Detailed Description of Services and Resources

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### 2.1. Borrowing Policies

Our borrowing services allow you to check out books, media, and other materials from our collections. Loan periods and renewal options vary based on your affiliation with the university.

- **Undergraduate Students:** 28-day loan period for most books, with up to 2 renewals.
- **Graduate Students:** Semester-long loan period for most books, with 1 renewal.
- **Faculty and Staff:** Academic year-long loan period for most books, with 1 renewal.

## 2.2. Research Assistance

Our team of subject librarians provides expert research assistance to help you with your academic projects. We can assist with:

- Developing research strategies
- Finding and evaluating sources
- Navigating library databases
- Citing sources correctly

## 2.3. Interlibrary Loan

If you need a book or article that is not available in our collections, our Interlibrary Loan (ILL) service can borrow it for you from another library. This service is available free of charge to all Westfield State University students, faculty, and staff.

## 2.4. Digital Resources

The library provides access to a wide range of digital resources, including:

- **Databases:** Over 500 databases covering all academic disciplines.
- **E-books:** A collection of over 1 million e-books from leading academic publishers.
- **E-journals:** Access to thousands of scholarly journals.
- **Streaming Media:** A selection of streaming video and audio resources.

## 2.5. Study Spaces

We offer a variety of study environments to suit your needs, from silent individual study carrels to collaborative group study rooms. Many of our study spaces are equipped with power outlets and wireless internet access.

# 3. Location and Hours

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Our main library, the **Westfield Grand Library**, is centrally located on campus. We also have several specialized branch libraries to serve specific academic departments.

Library Name	Location	Hours of Operation
Westfield Grand Library	123 University Drive	Mon-Thu: 7:30 AM - 2:00 AM, Fri: 7:30 AM - 10:00 PM, Sat: 10:00 AM - 10:00 PM, Sun: 12:00 PM - 2:00 AM
Science & Engineering Library	Science Building, Room 101	Mon-Fri: 8:00 AM - 9:00 PM, Sat-Sun: Closed
Music & Arts Library	Fine Arts Center, Room 210	Mon-Fri: 9:00 AM - 7:00 PM, Sat: 12:00 PM - 5:00 PM, Sun: Closed

*Hours may vary during holidays and inter-semester breaks. Please check the library website for the most up-to-date information.*

## 4. Fees and Costs

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Most of our services are provided free of charge to the university community. However, some services may incur fees:

- **Overdue Fines:** 0.50 per day for most items. A maximum fine of 25.00 per item applies.
- **Lost or Damaged Items:** Replacement cost of the item plus a \$15.00 processing fee.
- **Printing and Copying:** 0.10 per page for black and white, 0.50 per page for color.

## 5. How to Access or Use the Services

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### 5.1. Your University ID Card

Your Westfield State University ID card is your library card. You will need it to check out materials, book study rooms, and access the library during late-night hours.

### 5.2. Online Access

To access our digital resources from off-campus, you will be prompted to log in with your university username and password. This will give you seamless access to our

databases, e-books, and e-journals from anywhere in the world.

### 5.3. Booking Study Rooms

Group study rooms can be booked online through the library website. You can reserve a room for up to 3 hours per day. Please be considerate of other users and cancel your booking if you no longer need the room.

## 6. Policies and Guidelines

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To ensure a safe, comfortable, and productive environment for all our users, we ask that you adhere to the following policies:

- **Code of Conduct:** All library users are expected to treat each other with respect and courtesy. Disruptive behavior will not be tolerated.
- **Food and Drink:** Covered drinks are permitted in most areas of the library. Food is only allowed in designated cafe areas.
- **Noise Levels:** Please be mindful of noise levels and respect designated quiet and silent study zones.
- **Copyright:** All library users are expected to comply with copyright law when using our resources.

## 7. Contact Information

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For general questions, please contact the main information desk at the Westfield Grand Library.

- **Phone:** (555) 123-4567
- **Email:** [library@westfield.edu](mailto:library@westfield.edu)
- **Website:** <https://library.westfield.edu>

For subject-specific research assistance, you can find the contact information for your subject librarian on our website.

# 8. Frequently Asked Questions (FAQ)

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**Q: How many books can I check out at once?**

A: Undergraduate students can check out up to 50 items at a time. Graduate students and faculty have no limit on the number of items they can borrow.

**Q: Can I renew my books online?**

A: Yes, you can renew your books online through your library account. Simply log in with your university credentials and select the items you wish to renew.

**Q: I need an article for my research, but the library doesn't have it. What should I do?**

A: You can request the article through our Interlibrary Loan (ILL) service. We will do our best to obtain a copy for you from another library, free of charge.

**Q: Are there computers I can use in the library?**

A: Yes, we have hundreds of computers available for student use in all of our library locations. These computers are equipped with a wide range of software to support your academic work.

# 9. Revision History

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Version	Date	Author	Summary of Changes
1.0	2023-09-01	Library Administration	Initial document creation.
1.1	2024-01-15	Library Administration	Updated hours for the Science & Engineering Library.