Welcome

The C.H. Cozean Library is here to provide you with information, services and materials. Our friendly, qualified staff will do our best to help you find information and to answer your questions.

Library’s Web Page
Whether you’re in the library, in one of the college computer labs or working from home, the library’s website connects you to valuable resources as you search for information for papers and speeches:

- **CARDinals catalog**, the library’s online catalog, lists materials in our collection
- MOBIUS, the shared online catalog for Missouri academic libraries
- Several electronic magazine, journal and newspaper databases
- Literary, business and other reference databases
- Recommended websites
- Learning Express Library for test preparation

Search for Books and DVDs
The library has almost 25,000 volumes in its collection which contains a reference section, a special section for popular fiction and non-fiction books as well as DVDs, music CDs, periodicals and local history.

Use **CARDinals catalog**, the library’s online catalog, to find books, DVDs and music CDs.

If you don’t find what you need in **CARDinals catalog**, search the MOBIUS catalog to request them from academic and public libraries in Missouri and other states. Books requested through MOBIUS usually arrive within 2-4 days. It’s a free service! (Only books and government documents may be requested.)

Search for Articles
The library subscribes to over 60 magazines and scholarly journals. They are located in the periodical section and are in alphabetical order by title. To find articles on a particular topic, use one of the library’s online databases (i.e., EBSCOHost, JSTOR or SIRS Knowledge Source). These databases will:

- Provide access to full-text (complete) articles from over 5,000 journal and magazine titles.
- Help you find articles in the library’s paper magazine collection and identify other articles on your topic that are not in our Library’s collection.

(Fill out an interlibrary loan form to request articles from other libraries.)

E-books
This collection offers unlimited simultaneous user access to a large selection of multidisciplinary EBSCO eBook titles covering a wide range of academic subject matter including Art, Business and Economics, Education, Health & Fitness, History, Language & Literature, Medical, Political Science, Religion, Social Sciences, and Technology. In addition you will find titles that cover popular topics such as Cooking, Crafts & Hobbies, Family, Recreation & Leisure, and Self-Help.

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Digital Videos
Films on Demand is a streaming video database of thousands of high-quality educational titles in dozens of subject areas from producers such as Films for the Humanities & Sciences, NOVA, BBC, ABC, CBS, MSNBC, The History Channel, Open University, TEDTalks and WideAngle. Films can be shown in full length or clips.

Loan Periods
- Books ............................................. semester
- MOBIUS books ................................ 4 weeks
- Popular Books................................. 4 weeks
- DVDs.................................................. 1 week
- Music CDs........................................ 1 week
- Audio CDs........................................ 1 week
- Magazines....................................... 1 week
- Reserve items .................................Varies
- Reference books and newspapers do not circulate.

Renewals
Renewals are usually permitted unless there is a waiting list for an item. You may renew items through CARDinals catalog, in person, or by telephone.

Equipment
- Printer – 10 cents per page
- Photocopier – 20 cents per page
- Free wireless access

Library Use Instruction
Library skills can play a key role in student success. Library Use Instruction sessions may introduce your students to the research process, to the library collection in general, or to specific reference tools. Classes are customized to meet students’ needs and can range from a ten-minute explanation of an online magazine/journal database to multiple sessions covering a wide range of library resources.

Contact Ryan Harrington to arrange for a Library Use Instruction for your classes. Arrangements can be made for classes at the main campus and at the outreach centers. Arrangements should be made as far in advance as possible.

Class Assignments
When designing Library assignments, you may wish to contact one of the librarians for advice. The library staff has experience and expertise in this area and can help you determine whether sufficient resources are available for the successful completion of the assignment. For example, it often helps to place material on reserve for class use before the assignment is given.

Course Reserves
Contact Melissa Hopkins or Ryan Harrington to place items on reserve for students in your classes. Items will be placed on reserve only for the current semester unless special arrangements are made with the staff. Photocopied material must be in compliance with the copyright law, and it is the instructor’s responsibility to secure permission.

Recommendations for Purchase
The library staff encourages faculty and staff to make recommendations for purchase of books, periodicals and audiovisual materials. Send requests to Melissa Hopkins.

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