

## Welcome!

The 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 Hours

Monday – Thursday      7:30 a.m. – 8:00 p.m.  
Friday                      7:30 a.m. – 4:00 p.m.

Interim and summer hours will be posted

## Ask for Assistance

Consult with a librarian for help locating information, developing search strategies for papers and speeches, using the Internet for research and learning how to use the Library.

## 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

## Search for Books, DVDs ...

The Library has over 30,000 volumes in its collection which contains a reference section, a special section for popular fiction and non-fiction books as well as DVDs and music CDs. 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 other Missouri academic libraries. 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 120 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.)
- The Library subscribes to several newspapers; they are shelved near the periodical section. To locate full-text articles by topic, use the *St. Louis Post-Dispatch* and *NewsBank Access World News* databases which contain regional, national, and international newspaper and newswire sources.

## Quiet Study Areas

The west side of the Library is reserved for group study and quiet conversation. The east side of the Library is reserved for quiet study.

## Circulation Desk Services

- Check out and return materials here
- Reserve Collection (items placed on reserve by faculty for class use)

## Computer Stations

- Students may search the Library's online resources, search the web, access MAC email and MyMac, and use Microsoft Office software
- All computers are equipped with USB ports and CD/DVD Rom drives
- Librarians are nearby to assist you with your work.

## Equipment

- Printer – 10 cents per page
- Photocopier – 20 cents per page
- DVD/VCR player – viewing room
- Free wireless access

## Check It Out

Check out and return materials at the Circulation Desk. Students *must* present a student ID card for the current semester when checking out material (even if you're only taking it to the copier)!

## Loan Periods

Books	3 weeks
MOBIUS books	3 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.

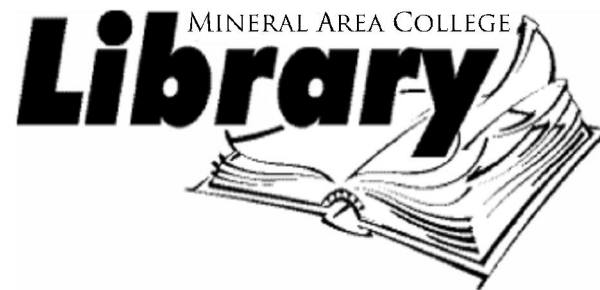
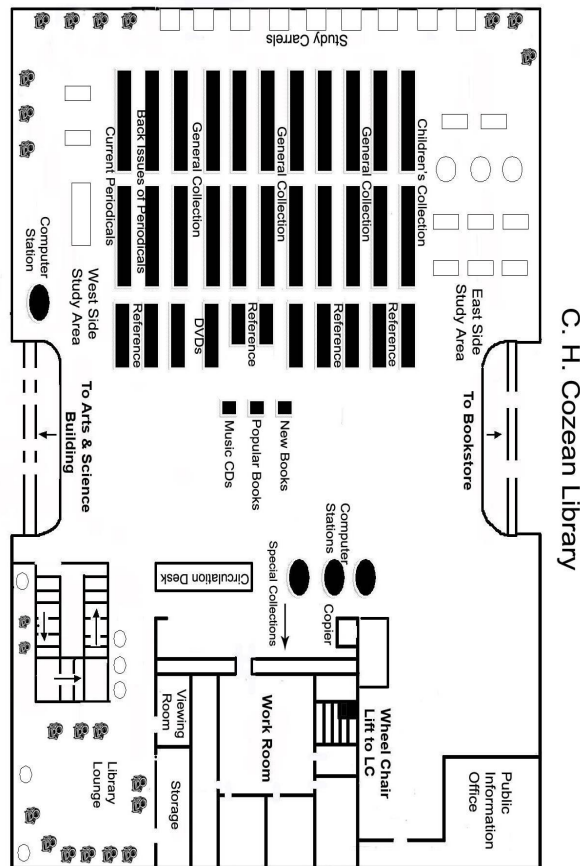
## Renewals

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.

## Overdue Policy

Overdue notices will be sent to notify patrons of their overdue materials. Patrons with unpaid bills are blocked from further check out of materials and may not be able to register for classes or receive grades or transcripts.

There is a charge of 10 cents per day on items in the Library collection excluding reserve materials. There is a maximum overdue fine of \$10 per item. If an item is lost, the patron must pay the price of the item plus a \$10 processing fee. *Please return items promptly!*



# Library Guide

## Contact the Library Staff

(573)518-2141, 518-2236, 518-2177

To renew library material, check on your interlibrary loan requests, ask questions, get help with databases, online catalog or internet searching.

[www.MineralArea.edu/library](http://www.MineralArea.edu/library)



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If you have special needs as addressed by the Americans with Disabilities Act and need this publication in an alternate format, notify us at the address or telephone number above. Reasonable efforts will be made to accommodate your special needs.