Welcome to your library

Welcome

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

Mineral Area College in-district residents age 18 or older may purchase a community borrower’s card for $10 (non-refundable). Out-of-district residents age 18 or older may also purchase a community borrower’s card for $15 (non-refundable).

Our collection supports the research needs of students at the community college level. We recommend that you browse the collection to see if it meets your needs. For example, we do not purchase all of the bestsellers or books on hobbies that one might expect to find in a public library.

Advanced research needs beyond the first two years of college may not be met.

Library Hours
Monday - Friday............8:00 a.m. – 4:00 p.m.
Interim and summer hours will be posted

Circulation Desk Services
- Purchase community borrower card
- Check out and return materials here
- Pick up your computer print outs

Computer Stations
- Students have priority use.
- Patrons may search the library’s online resources, search the web, 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
- Photocopier – 20 cents per page
- Free wireless access

Library’s Web Page
The library’s website connects you to valuable resources:
- CARDinals catalog, the library’s online catalog, lists materials in our collection
- Learn about the online databases you may use in the library
  Note: Community members may use our online databases in the library. Remote access is limited by contract to: students currently enrolled in MAC credit classes; MAC faculty and staff.
- Recommended websites

Search for Articles
The library subscribes to several 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

(Continued on next page.)
Digital Videos
Academic Video Online is a comprehensive video database that delivers over 70,000 titles spanning a wide range of subject areas and content including anthropology, business, counseling, films, documentaries, health, history, music, and more.

E-books
This collection offers unlimited simultaneous user access to a large selection of multidisciplinary EBS-CO 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.

Quiet Study Areas
The north side of the library is reserved for group study and quiet conversation. The south side of the library is reserved for quiet study.

Check It Out
Check out and return materials at the Circulation Desk. Patrons must present a community borrower’s card when checking out material. Community borrowers may have a total of 10 items checked out.

Loan Periods
- Books ........................................... 4 weeks
- MOBIUS books ................................ 4 weeks
- DVDs ........................................... 1 week
- Music CDs .................................... 1 week
- Audio CDs .................................... 1 week
- Magazines .................................... 1 week

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.

Thank you for returning items promptly.