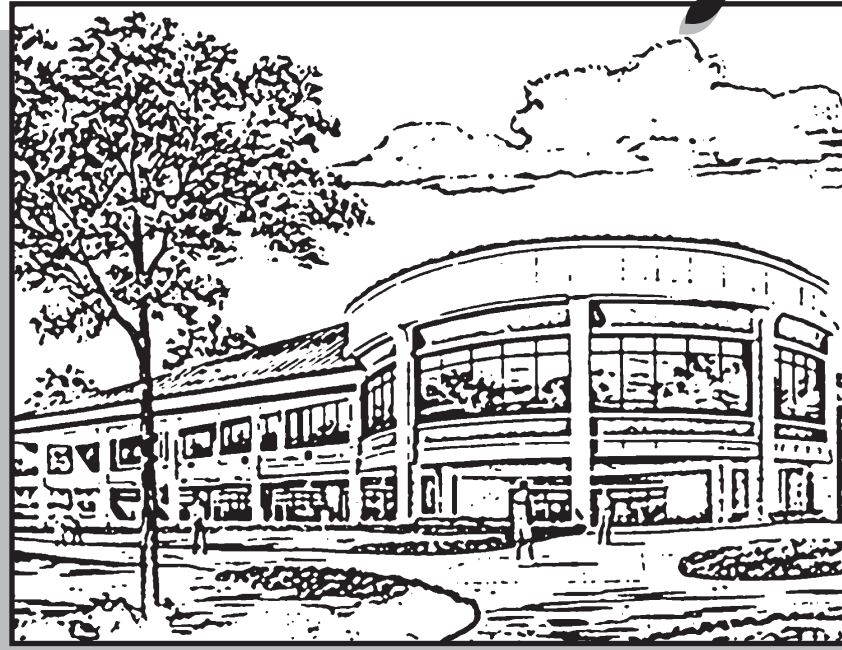


McLennan
Community College
Library



2006-2007

Library Handbook

A Guide for Students

299-8398

www.mclennan.edu/library

A Resource for You!

You will need to learn to use information resources in order to succeed in college. The MCC Library is here to serve as your campus gateway to many of these resources. They include online research databases, electronic class reserves, Internet subject guides, more than 28,000 electronic books and 19,000 full-text journal titles. These electronic library resources are all available 24 hours a day, seven days a week.

There are more than 81,000 printed books and journal volumes in the Library. There are also more than 430 magazines and newspapers in print format. The online library catalog makes it easy to find what you need. If you have problems, friendly and helpful library personnel are always ready to assist you.

Library services include: a self-service area for scanning, color printing, and color copying; reference assistance for on-campus and distance learners; help with subscription database and Internet research; instruction in library use for individuals and classes; and interlibrary loan.

However, the Library is more than a collection of information resources. It is a place to study, either in the group study rooms or two open quiet study areas. It is a place to think about the present and to dream about your future. It is a place to relax, and sometimes on a hard day it's even a place to take a short nap.

Remember that the Library and library staff are here for one reason - to help you to succeed. Our goals are to help you find the information you need, to teach you to use the Library's resources, and to assist you to become self-directed, independent learners.

Welcome!

Ron Wirtz, Ph.D.
Director of Library Services

Library Hours

Library hours are posted at the Learning Technology Center (LTC) entrance and on the library web site at:

<http://www.mclennan.edu/library/hours.html>

Library hours change during holidays, between semesters, and for summer sessions.

Library circulation ends at the Information Desk 15 minutes before the library closes so that staff has time to perform closing duties.

When the library is open, books should be placed in the book return on the wall to the right of the Library Information Desk. When the library is closed, books may be dropped into the book return located just across the street from the bus shelter nearest the Student Center. It is located adjacent to the pedestrian crossing from Parking Lot B.

Library Computer Lab

The Library computer lab is open to all students for school projects or academic research. The Library has limited lab capacity for a large number of students. During peak use periods you may be asked to surrender the computer you are using if you are not doing academic work. Please do not change computer or display settings or use DOS commands, since that may cause the printers or the network not to operate. Use of your individual student login is required. These computers must be used by many people, so you must not change the computer home page, install games, or load or install chat utilities. Downloading pictures or backgrounds uses too much memory and may slow down the computer. Downloading or installing executable files or online multiplayer games is not permitted.

The MCC Computer Use Policy is located at: <http://www.mclennan.edu/publications/policies/html/e/docs/E-XXXI.DOC>

Checking Out and Returning Books

To check out a book, bring the book(s) and your current Highlander OneCard ID to the Information Desk. A staff member will swipe the ID card at the terminal and use a barcode pen to check out the item(s). Most books may be checked out for two weeks and may be renewed one time only. The circulation period may be shorter at the end of the semester, because all books are due back before the semester ends. Books should be returned to the book drop at the Information Desk. When the library is closed, books may be dropped into the book return located just across the street from the bus shelter nearest the Student Center. Fines are charged when items are returned late.

Reference Books, Law Collection, and Magazines

Some types of library materials must be used in the library and cannot be checked out. These include reference books, law collection books, magazines, journal volumes and newspapers. However, photocopies may be made for 8 cents per page. The Library does not determine the amount charged for copies.

The Highlander OneCard must be used to pay for copies, since cash is not accepted.

Reserve Materials

Materials placed on Reserve by MCC faculty are available at the Information Desk. In some cases materials are placed on Electronic Reserves. Most printed reserve materials may only be used in the library. Others may be checked out for short loan periods.

Electronic Reserve materials may be used anytime from any computer connected to the Internet. A list of Electronic Reserves is located at: <http://www.mclennan.edu/library/reserves/ereserves.html>. This list is arranged by the Instructor's last name. Instructors set the loan periods for reserve materials.

Renewals

A book may be renewed by telephone, in person, or online by using the *Items Out* feature under the *My Account* tab on the Online Catalog. The item will be renewed for two weeks if the book is not overdue and there are no other requests for the item. One renewal is allowed on circulation materials. No renewals are available for reserve materials.

Item Requests

If a student wants a book that is checked out to someone else, the student may request the book by using the Request Item feature in the Online Catalog. The book will then be held for the student when it is returned.

Overdue

A checked out book is due back in the library on the date printed on the receipt tape you will receive with the book. Students are responsible for returning books on time. Students who have overdue books may have their records placed on hold. Overdue notices are e-mailed to all patrons when items become overdue. **This notice will normally be sent to the student's MCC e-mail address.** This is only a courtesy service, and any overdue fine is the student's responsibility.

Fines and Fees

Fines of \$1.00 per day are charged for overdue circulating items, to a maximum of \$14.00 per item. There is no grace period on overdues or fines. When a book is two weeks overdue, and the \$14.00 maximum has been reached, the student's "check out" privileges will be blocked, and a registration block will restrict the student from registering or receiving grades. An additional \$35.00 may be added to the total amount of fines that remain unpaid at the end of a semester.

Transcript/Registration Hold Fee Policy

Fines of \$1.00 per day are charged for overdue circulating books, to a maximum of \$14.00 per item. When a book is two weeks overdue, and the \$14.00

maximum has been reached, a "hold" in the amount of \$35.00 will be placed on the student's record effective the fifteenth day of the overdue period. This fee is in addition to the outstanding fine(s).

Lost Items

The borrower must pay for lost, stolen or damaged items. Replacement costs for lost books are to include the cost of the book (if still in print) based on current pricing as found in Books in Print, plus a \$10.00 processing fee. If the book is no longer in print, a search for a replacement copy will be made through standard online used book resources. In addition to the cost of replacement books located through this method there will be a \$10.00 processing fee. A \$50.00 per item flat fee will be charged for books that cannot be located through a normal online search. If the lost item is a laptop computer, the amount for repayment will be the depreciated value of the computer, plus any outstanding fines or registrar's hold fees.

Security Breach

Deliberate removal of materials from the Library without checking them out is a violation of item VII (6) of the MCC General Conduct Policy, and may result in disciplinary action. Removal or attempts to remove any item or parts of any item of Library property may result in suspension of library privileges and / or a hold placed on the student's record. Determination of whether a security breach has occurred will be made by the Library Director after review of staff incident reports and a scheduled consultation with the person(s) involved.

Borrowing from Other Libraries

Students must be in good standing with the MCC Library (i.e. not have any overdue books or fines) to take advantage of these services.

TexShare Library Card Program

The TexShare Library Card Program allows you to borrow materials from many libraries in the state of Texas. TexShare is a statewide resource sharing program. MCC students, staff and faculty may obtain a TexShare Library Card at the MCC Library Information Desk. A list of participating libraries is available online at this Internet site: <http://www.texshare.edu>.

When you borrow books from other TexShare libraries you must agree to the circulation rules of the lending library. If you want to borrow through TexShare, you must not have any overdue books or fines at MCC. If you do not comply with all TexShare rules, you will lose your TexShare card privileges.

Interlibrary Loan through the Texas State Library

MCC students may receive books or articles from libraries in Texas and the U.S. through the Interlibrary Loan (ILL) service. You can obtain an Interlibrary Loan Form at the MCC Information Desk or print the form located at <http://www.mclennan.edu/library/forms/formspage.html>.

It is important to fill out the form as completely as possible. The more information you are able to give about the book or article, the easier it will be to obtain. When you have completed the form, give it to the library staff member at the Information Desk or send it online.

MCC Library staff will process the request after checking to see that you are currently enrolled and to be sure you do not have any overdue books or fines. When the material is received, the library staff will notify you by phone or e-mail. You may pick up ILL books and article copies at the Library Information Desk.

ILL service offers MCC students access to a great number of sources. However, some restrictions apply. You may not request very rare and old books, recent releases, or current best sellers. You must also plan ahead in order to use ILL service. It may take a week or more for the requested materials to arrive. There is currently no charge for using the Interlibrary Loan service.

MCC Online Catalog

The online catalog is the key to finding books in the MCC Library collection easily and quickly.

All books and journals (magazines) in the MCC Library are listed in the Online Catalog. The catalog listing also includes information about their location on the shelves. The Online Catalog will help you find any book in the MCC collection, and also gives the location of materials in the MCC Archives.

There are also electronic books available in the online catalog. You can access these books from NetLibrary by clicking on a highlighted link in the book record.

Click on the [Online Catalog](#) link from the library's Web site at <http://www.mclennan.edu/library>

You can search the online catalog in several different ways:

Basic search - this lets you search alphabetically by a single author, title, or subject. You can also use keyword search and a number of other options.

Advanced search - this lets you search by multiple authors, titles, subjects, or keywords. It also allows you to limit and sort your search.

Keyword search - this provides several keyword search options (author, subject, title, general, name, and series). It also allows you to limit and sort your search.

Course Reserves - this search lets you search by course, instructor, or video title.

If you know the author and/or title of the book, you may search the online catalog by author or title. If you do not know the author or title of the book, you can search the catalog by subject. This will tell you what books on that subject are available in the MCC collection.

When you search the catalog for books on a certain subject, begin by using the most exact term that will describe the subject. If there is no entry under that term, it may mean that there is no book in the library on that exact subject. There may be material under a broader or related subject. Keyword searching by title and/or subject is also helpful when trying to find a book on a particular subject.

The call number (location number) shown in the online catalog is the same number that appears on the spine label of the book. You can find books in the collection by reading from left to right on each shelf and from top to bottom of each section. If the book has a "Reference" sticker on the spine, it will be located in the Reference shelves. Other books located in special collections (such as new books, indexes, and collective biography) also have stickers on the spine that indicate location.

Library of Congress Classification

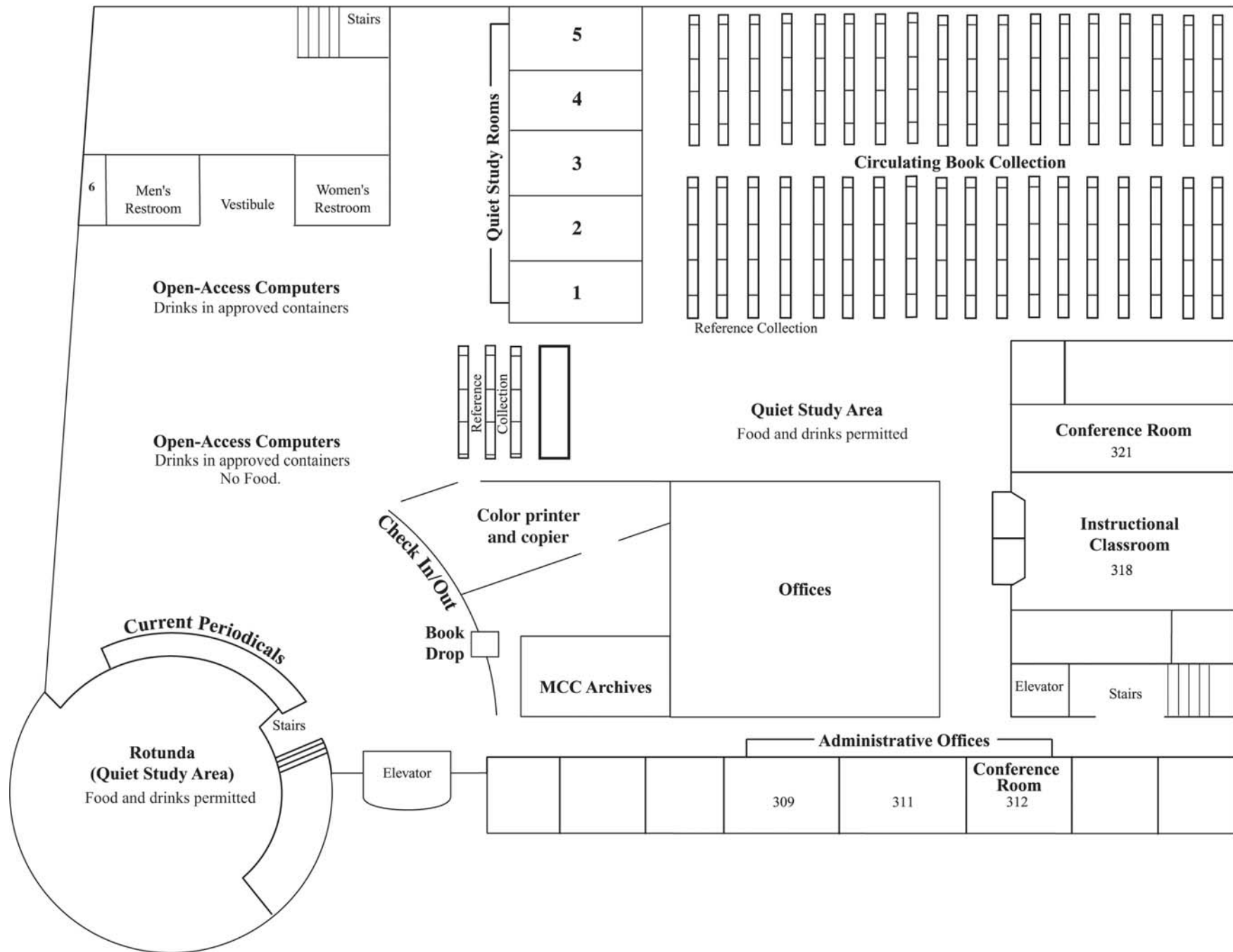
MCC Library uses the Library of Congress Classification System. Guides to the major classes and locations are posted in the Library book stack area. This is the standard system used in most college and university libraries in the United States. A link to an outline of the system along with links to the detailed subclasses is provided at this Internet location:

<http://www.loc.gov/catdir/cpsol/lcco/lcco.html>

Periodicals and Newspapers

Magazine and newspaper articles are important sources of information, especially on current events. You may search for individual titles in the Online Catalog. You can also see a selected list by subject of magazines and newspapers to which MCC subscribes at this location: <http://www.mclennan.edu/library/perlist.html>

McLennan Community College Library



MCC Article and Research Databases

MCC students may access many electronic databases from the link on the library's Web page at: <http://www.mclennan.edu/library/databases.html>. There is also a very useful subject guide to the databases at: <http://www.mclennan.edu/library/dbsubject.html>.

These electronic databases include both indexes and many full text documents. All databases may be accessed remotely using your MCC username and password. This means that you will have access to these databases 24 hours per day, seven days per week during the entire school year. For up-to date descriptions of all currently subscribed databases, please go to the Library web page at: <http://www.mclennan.edu/library/dbdesc.html>.

Printed Indexes

Biography Index - provides indexing for biographical information on persons living or dead.

Christian Science Monitor Index (current paper issues are kept until the microfilm is received).

New York Times Index (library receives only microfilm issues of this newspaper)

Reader's Guide to Periodical Literature

Miscellaneous Information

Audio Tapes and Duplication

An audiocassette duplicator is available for student use. You may only copy those tapes whose duplication will not violate copyright law. You should check out a private study room to view reserve videotapes, DVDs or CDs, unless you use headphones. Please use headphones whenever you listen to cassettes, videotapes, or video and sound files on the Library computers. However, the Library no longer loans headphones. Inexpensive headphones are for sale at the MCC Bookstore. You may also use headphones that you already own.

Book Return

When the library is open, books should be placed in the book return on the wall to the right of the Library Information Desk. When the library is closed, books may be dropped into the book return located just across the street from the bus shelter nearest the Student Center. It is located adjacent to the pedestrian crossing from Parking Lot B.

Copy Machines and Scanners

Copy machines are available for students to make copies of articles in magazines, books, or documents. **A color printer, three scanners, and a color copier are available in a self-service area located adjacent to the Library Information Desk.** Copy charges must be paid by use of the Highlander OneCard. Students may add money to their OneCard account at the OneCard office in the Learning Technology Center or at the OneCard machine located on the second floor of the Learning Technology Center. **The Library does not determine cost of copies.** This is decided on a college-wide basis.

Copyright Compliance

THE COPYRIGHT LAW OF THE UNITED STATES (Title 17 U.S. CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL. PERSONS USING LIBRARY PHOTOCOPY EQUIPMENT ARE LIABLE FOR ANY INFRINGEMENT.

<http://www.copyright.gov/title17/>
<http://www.arl.org/info/frn/copy/copytoc.html>

Laptop Computers

A limited number of laptop computers are available to be checked out at the Library Information Desk. Check-out is for a two-hour period. Fines on overdue laptops are currently \$1.00 per hour, beginning immediately after the two-hour period expires. If the laptop is not returned within a stated overdue period, the depreciated value of the computer will be charged to the student's college account.

Computers on Carts

Computers on carts are available in each group study room. Users of these machines may send print jobs to the high-volume printers located in the main Library Computer Lab.

Leisure Reading

Popular paperback books are available for circulation. The online catalog screen indicates that an item is located in the Paperback Collection by a call number of PBK. These books are shelved on book display stands near the Open Access Computers.

Microfilm and Microfiche Readers/Copiers

Machines for displaying and/or making copies from microfilm and microfiche are available. These machines accept Highlander OneCards for printing purposes.

Noise in the Library

Students are expected to respect the rights of other students who want a quiet place to study. If library staff members observe disruptive behavior or receive complaints, the offenders will be asked to leave.

Study Rooms

Study rooms are available for individual or group study on a first-come, first-served basis. Rooms may be checked out at the Information Desk. Guidelines for use are posted near each study room door.

Shelving Books

Students should not replace books on the shelves. Please leave them on the tables or book carts. An ongoing count of resources used helps us know what types of things should be purchased in the future.

Suggestion Box

A suggestion box is available near the Information Desk. Suggestions for improving library services or for purchase of books and other resources are welcome. An online Suggestion Box link is also available on the library home page <http://www.mclennan.edu/library>.

Tobacco Use

Texas State Law prohibits smoking and tobacco usage of any kind in the Library.

TV/VCR/DVD

TV/VCR/DVD combinations are available for use in study rooms. Please note that the Library no longer loans headphones. Inexpensive headphones are for sale at the MCC Bookstore. You may also use headphones that you already own. These machines are intended for academic use, not for entertainment purposes. Copyright law interpretations restrict the use of these machines to small group study rooms.

Vertical File

A small number of newspaper clippings and brochures about Waco and Texas are available upon request at the Reserves / Circulation desk. Vertical file materials may only be used in the library.

Library Guidelines for Computer Use

MCC Computer Use Policy makes provision for policies that apply to specific computer systems or networks operated by specific units of the college such as the Library. Library computer lab users should consult computer lab supervisors for further information about specific use guidelines or to express questions or concerns regarding computer use. <http://www.mclennan.edu/publications/policies/html/e/docs/E-XXXI.DOC>

- Demand for computers in Library computer labs is often very heavy. During peak use periods you may be asked to surrender the computer you are using if you are not doing academic work. It is expected that all MCC students will respect the rights of others, including the right of access to academic computing resources.
- Computers in the Library are to be used primarily for research and information to support classes being taken at MCC. Priority use of computers is for current MCC students, faculty staff and University Center students. Members of the general public are able to use computers on a space-available basis.
- Computer users should not change any computer settings or deliberately download files to the hard disks of computers. This includes downloading to the desktop or desktop folders, since downloaded files may be infected with computer viruses. If a program or file is accidentally downloaded, please contact Library computer technicians at once

- MCC and University Center students must use personal (student) network logins on lab computers, and for printing. Members of the general public must register at the Information Desk and will be logged onto the system by a Library employee.
- Use of Library Computers for access to chat rooms, instant messaging, electronic games (except games used for instructional purposes), bulletin boards, and general Internet surfing for personal pleasure is discouraged. Library faculty and staff are not responsible for enforcing prohibition on such use unless it (1) poses a danger to the security of the Library computer network, (2) interferes with the use of computer resources for instructional purposes, (3) infringes on access by other students to computers and / or information resources, or (4) constitutes a violation of College Policy or State or Federal Law.
- General use computers in the Library are equipped with the MS Office productivity suite, which includes MS Word, Excel, PowerPoint, and a number of other specialized applications. MS Explorer is the default Internet browser installed on all Library computer lab machines. Changes to default settings on the computer or on any of these programs may affect the use of the computer and printers by other students.
- Students and other computer users are expected to abide by the provisions of the MCC General Conduct Policy, which requires conduct according to standards of common decency and socially acceptable behavior. Violation of this policy may result in the suspension of computer use access, referral to the College Discipline Committee for appropriate disciplinary action, or referral to Law Enforcement.
- Electronic mail is considered to be a necessary means of communication, and for that reason the College provides an official e-mail account for every student. All computer users are encouraged to use student e-mail accounts, which provide automatic virus scanning and other protections.
- Use of e-mail accounts from other sources may result in Library computers being infected with viruses or the accidental downloading and installation of unauthorized programs. Please exercise extreme caution in the use of any other e-mail programs, and do not open e-mail attachments received through these e-mail programs on Library computers.
- There is a per-page charge to print most materials, including full-text articles, from Library computers. The amount of this per-page charge is determined by campus administration, not by the Library. The printer requires the use of a Highlander OneCard. Funds can be deposited to Highlander OneCard accounts at the terminal near the front entrance to the LTC or at other local terminals.
- If you do not have a flash drive or your own disk available, disks for saving citations, documents and articles may be purchased for 50 cents each at the Information Desk. Staff can assist you with the downloading process so you can use or print the file later on your own computer. You may also e-mail many types of documents directly to your account.

- No food is allowed in the computer lab area. Drinks in approved containers are permitted in the lab. Most of rest of the Library is "Food Friendly," including the study rooms and the Rotunda.
- The Information Desk closes fifteen minutes before the Library closes each day to give the staff time to perform closing duties. Please finish all your work on the computer and pick up printed materials no later than fifteen minutes before the scheduled closing

Guidelines for Quiet Study Room Use

There are six Quiet Study Rooms available on a first come, first served basis. These rooms may be checked out at the Information Desk. MCC students must have a valid Highlander OneCard in order to check out a study room. University Center students must have verification of current enrollment and a photo ID. Study room use guidelines are posted near the door of each room.

Library Mission Statement

The mission of the Library is to support and assist the institution, its students, faculty and administration in attaining the educational goals stated in the College's Statement of Purpose. The Library will carry out this function through an integrated program of service, resource management and education for information literacy.

Student's Library Bill of Rights and Responsibilities

1. All students have the right to use all the facilities of the Library; likewise each has the responsibility to see that the facilities are maintained for the use of other students in the same condition in which they were made available.
2. All students have the right to borrow circulating library materials; likewise each has the responsibility to see that other students have the same opportunities to use these materials by returning them promptly.
3. All students have the right to be able to study undisturbed; likewise all have the responsibility to see that the right of other students to study undisturbed is honored.
4. All students have the right to be treated with courtesy; similarly all have the responsibility to extend the same courtesy to other students, library personnel, and guests of the Library.
5. Destruction, mutilation, loss, and neglect of any and all library materials in whole or in part, shall be considered as primary cause for the interruption of library service, and in direct opposition to the principles of good library conduct.



1400 College Drive, Waco, TX 76708

299-8000

www.mclennan.edu

McLennan Community College does not discriminate on the basis of gender, disability, race, creed or religion, color, age, or national origin.