

McLennan Community College Library



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 63,000 electronic books, and 35,000 full-text journal titles. These electronic library resources are all available 24 hours a day, seven days a week.

There are more than 84,000 printed books and journal volumes in the library. There are also more than 290 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.

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 a self-directed, independent learner.

Welcome!

Director of Library Services

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.

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.

Books may be returned when the library is open by placing them in the book return on the wall to the right of the Library Information Desk.

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. Use of your individual student login is required. These computers are 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

If you wish to obtain materials from the MCC Library, you must have a valid Highlander OneCard or a TexShare card. To obtain materials from other Texas libraries, you will need a TexShare card, which may be obtained from your home university library or at a Waco-McLennan County Public Library if you are a resident of McLennan County. Circulating 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.

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. 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 be used only in the library. Others may be checked out for short loan periods.

Borrowing from Other Libraries

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.

Fines and Fees

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 be sent to the student's e-mail account that is on record.** This is only a courtesy service, and any overdue fine is the student's responsibility.

Fines of \$1 per day are charged for overdue circulating items, up to a maximum of \$14 per item. There is no grace period on overdue items, and checkout privileges on the student's account will be blocked. When a book is two weeks overdue and the \$14 maximum has been reached, students will be restricted from registering or receiving grades until the item is returned and fines are paid. A hold in the amount of \$35 will be placed on the student's record effective the 15th day of the overdue period. This fee is in addition to the outstanding fine(s) and cost of the item(s).

Lost Items

The borrower must pay for lost, stolen, or damaged items. Replacement costs for lost books are based on current pricing as found in Books in Print. In addition to the cost of replacement books located through this method, there will be a \$10 processing fee. A \$50 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

Unauthorized removal of materials from the library is a violation of item VII (7) of the MCC General Conduct Policy and may result in disciplinary action. Removal of or attempts to remove any item or parts of any item of library property will result in suspension of library privileges and a fee. Determination of whether a security breach has occurred will be made by the Director of Library Services after review of staff incident reports and a scheduled consultation with the person(s) involved.

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.

When you borrow books from other TexShare libraries you must agree to the circulation rules of the lending library and 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 submit it online.

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 Information Desk.

Some restrictions apply. You may not request very rare and old books, recent releases, or current best sellers. It may take a week or more for the requested materials to arrive. A minimal charge may apply from lending libraries for using the Interlibrary Loan service.

University Center Student Information

The MCC Library is available for University Center student use. See the University Center Student Resource Guide for more information.

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, which also includes information about an item's 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>.

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. 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.

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 or view a selected list by subject of publications to which MCC subscribes at <http://www.mclennan.edu/library/perlist.html>.

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 at any time using your MCC username and password. For descriptions of all databases to which MCC currently subscribes, go to <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

Additional 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 reserve a private study room to view reserve videotapes, DVDs, or CDs unless you use headphones. Please use headphones when you listen to cassettes, videotapes, or video and sound files on library computers. Headphones are available for checkout at the Circulation Desk with a valid Highlander OneCard.

Book Return

When the library is open, books should be placed in the book return on the wall to the right of the Information Desk.

Copy Machines and Scanners

Copy machines are available for student use.

A color printer, three scanners, and a color copier are available in a self-service area located adjacent to the Information Desk.

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 at the Information Desk to be checked out for a two-hour period. Fines on overdue laptops are \$1 per hour, beginning immediately after the two-hour period expires.

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 Computer Lab.

Leisure Reading

Popular paperback books are available for circulation. The Online Catalog 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 Information Desk.

Microfilm and Microfiche Readers/Copiers

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

Noise in the Library

Students are expected to respect the rights of other students who want a quiet place to study.

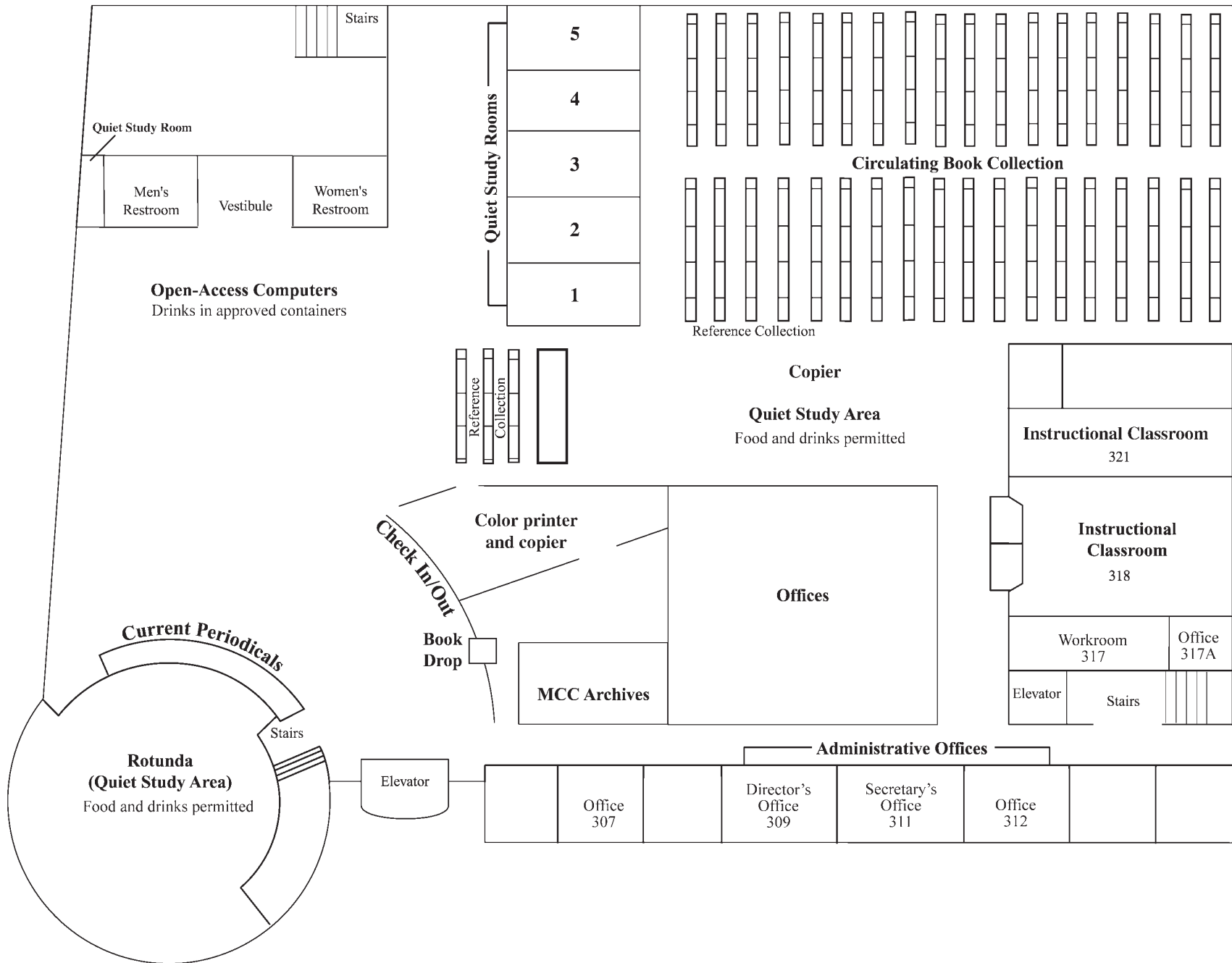
Shelving Books

Students are asked not to reshelve items. Please leave them on the tables or book carts.

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 is also available on the library home page at <http://www.mclennan.edu/library>.

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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. These machines are intended for academic use, not for entertainment purposes.

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 for questions or concerns regarding computer use. More information can be found at <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
- Students must use their assigned personal 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.
- 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.
- All computer users are encouraged to use MCC 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 program and do not open e-mail attachments received through these e-mail programs on library computers.

- There is a charge of 8 cents per page charge to print black and white copies. Color copies are 39 cents each. The printer requires the use of a Highlander OneCard. Funds can be added at the ID Card Office in the LTC.
- Drinks in approved containers are permitted in the lab.

Guidelines for Quiet Study Room Use

There are six Quiet Study Rooms available on a first-come, first-serve basis. These rooms may be reserved at the Information Desk using a Highlander OneCard. Study room guidelines are posted near the door of each room.

Student's Library Bill of Rights and Responsibilities

1. All students have the right to use all the library facilities; 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.

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