

Community Users of Manhattan Christian College Library

It is the policy of the Manhattan Christian College Library to make its resources available to the public. Members of the community surrounding MCC are welcome to use the library for research or study, and community library cards may be purchased at the Circulation Desk. The information provided in this document is offered as an overview and does not include the entirety of specific policies regarding various aspects of library use. Questions should be directed to a librarian by calling 785-539-3571 or emailing mcclib@mccks.edu. With or without purchasing a library card, community users are welcome to access the library's print and electronic resources while in the library. A photocopier/scanner is available for public use, as is a printer, for 10¢/page.

Library Cards. Library cards for community users are available for (\$5.00) and provide the following privileges: Checkout of up to 5 MAIN books for a 30-day loan period, with one 7-day renewal (renewals may be unavailable for some books). Commentaries and audio/visual materials may be checked out for 7 days, with one renewal of 3 days. Library cards for community users do not provide interlibrary loan privileges.

Library Computers. Community users may use library computers to conduct research, search online employment listings, or briefly access their email accounts. MCC students, staff, and faculty are always the library's top priority. At busy times, community users may be asked to relinquish a computer terminal for student use. Please review the guidelines regarding use of library computers by members of the community. Acceptable use includes, but is not limited to, accessing

- the library catalog
- publicly-accessible databases
- other appropriate resources on the web
- email

Unacceptable use includes, but is not limited to

- viewing pornography
- gambling
- running your own business
- compromising the computer, the GC network, or any other

Please Note. Community members who disrupt use of the library by MCC students, faculty, or staff may be asked to leave at the discretion of library personnel. Community users may not sleep in the library, attempt to sell any goods, products, or services; or attempt to recruit students for any reason. As a part of Manhattan Christian College, the library facility and resources are private property; anyone who poses a direct or implied threat to any member of the campus community will be asked to leave the premises immediately.