



**LIBRARY USER  
MANUAL  
2023-2024**

Updated September 2023

## **LIBRARY HOURS**

Sunday.....	4:00 p.m. - 11:00 p.m.
Monday.....	7:30 a.m. - 10:00 p.m.
Tuesday-Thursday.....	7:30 a.m. - 11:00 p.m.
Friday.....	7:30 a.m. - 5:00 p.m.
Saturday.....	CLOSED

CLOSED Thursdays from 11:00 a.m. - 12:00 p.m. for Chapel

## **PLEASE DO NOT PUT ITEMS ON THE SHELF**

For purposes of accreditation, all library items removed from the shelf must be brought to the circulation desk to be counted for statistics. Please allow library staff to reshelve all items removed from a shelf. If you see an item off of a shelf, please bring it to the circulation desk. Thank You!

## **CIRCULATION PROCEDURES**

### **Checking Out Items:**

- MCC Photo ID is required to check out items.
- Staff assistance is required to check out items.

### **Reserves:**

- A reserve may be placed on any item that is checked out.
- You will be notified when an item that you have on reserve returns to the library.
- If someone places an item you have checked out on reserve you will not be able to renew it.
- MCC Photo ID is required to check out reserved items.

### **Loan Periods:**

- Books from MAIN collection.....30 days
- CD-ROMs (no renewal).....7 days
- CDs.....7 days
- Christian Ed. Materials.....7 days
- Commentaries.....7 days
- DVDs.....7 days
- Faculty-Authored Books.....In Library Only
- History Room Books.....In Library Only (ask librarian for access)
- Magazines and Journals.....In Library Only
- MCC Past Presidents' Libraries.....In Library Only
- Reserves for Classes.....Set by Professor
- Reference.....In Library Only
- Renewals for 30-day Books.....2 weeks
- Renewals for 7-day Items.....3 days

## ***LIBRARY RESOURCES (WHERE CAN I FIND.....?)***

- ❖ Book Drops (Item Return).....Next to Jolliffe Hall Outside Door & In the Circulation Desk
- ❖ Books by Faculty.....3rd Floor, West Section, Between Reference and Commentaries
- ❖ Card Catalog.....OPAC Search Computer by the Circ. Desk in the Library or online
- ❖ Cassel Conference Room.....3rd Floor - ask librarian about reserving
- ❖ CD-ROMs.....3rd Floor, Back Wall
- ❖ CDs.....3rd Floor, Back Wall
- ❖ Children's Books.....2nd Floor, Back Wall
- ❖ Christian Ed. Materials.....2nd Floor, Back Wall
- ❖ Circulation Desk (check out, return unshelved items, and return checked out items).....3rd Floor by Main Library Entry
- ❖ Commentaries.....3rd Floor, West Section, after Ref and Faculty Authored Books
- ❖ Computers.....3rd Floor, West Wall
- ❖ DVDs.....3rd Floor, Back Wall
- ❖ Encyclopedias.....3rd Floor, West Section, Reference Section or Online Databases
- ❖ Faculty-Authored Books.....3rd Floor, West Section, Between Reference and Commentaries
- ❖ History Room Books.....Located outside the library on the 2nd floor (see librarian for access)
- ❖ Interlibrary Loan (items from another library).....3rd Floor, Circulation Desk, or Online
- ❖ Magazines/Journals - Current.....In Magazine Displays on 2nd and 3rd Floors
- ❖ Magazines/Journals - Archived.....2nd Floor between Main Collection and Presidents' Libraries
  
- ❖ Main Book Collection (may change due to space requirements)
  - A - PR 3592.....3rd Floor beginning after Commentaries
  - PR 3592 - Z7772.....2nd Floor beginning in the back/NE corner

- ❖ MCC Presidents' Libraries.....2nd Floor between archived Journals & Sheet Music Library
- ❖ Printer/Copier/Scanner.....3rd Floor Near Circulation Desk
- ❖ Reference Books.....3rd Floor, West Side, Start of Collection
- ❖ Reserved Items.....Behind Circulation Desk, 3rd Floor (assistance required)
- ❖ Study Tables/Carrels.....Throughout Library on 3rd & 2nd Floors
- ❖ Study Room 1.....3rd Floor in the Southeast Corner
- ❖ Study Room 2.....3rd Floor in the Northeast Corner
- ❖ Study Room 3.....2nd Floor in the Southeast Corner (requires reservation)
- ❖ Study Room 4.....2nd Floor in the Northeast Corner
- ❖ Withdrawn Books and other Items Sale–3rd Floor, Southeast Corner, Next to Study Room 1. Sale items are by donation. \$0.25 donation per item donation is suggested.

**If you require access to the 2nd floor of the library and are unable to use the dedicated library staircase due to mobility issues, please notify the librarian and access will be provided through the emergency door near the Men's Room on the 2nd floor. Except in these rare occasions, ACCESS TO THE LIBRARY IS ONLY THROUGH THE MAIN LIBRARY ENTRANCE ON THE THIRD FLOOR.**

## **OVERDUE POLICY**

- ✓ Patrons will be notified via email three days prior to an item coming due. Make sure the library has your correct email address on file.
- ✓ Fines for regular items are \$0.25 per item per day.
- ✓ Fines for items reserved for a class are \$1.00 per item per day.--In most cases these items are not to be taken from the library.
- ✓ Items may be renewed for more time unless they are on reserve for someone.
- ✓ If you have overdue items or outstanding fines you may NOT check any more items out.

## **HOW DO I RENEW ITEMS FOR MORE TIME?**

Most items may be renewed for more time unless they are on reserve for someone else.

Items must be renewed either:

- In person at the Circulation Desk
- Online through your login at <http://mccks.edu/academics/library/> (User ID and password are your MCC Photo ID number - you may reset your credentials once you have logged in, but do not forget your new password as librarians cannot retrieve it.)
- Over the phone: 785.539.3571 ext. 113.

- MAIN collection books may be renewed for 2 weeks - Commentaries & DVDs renew for 3 days-

## **STUDY ROOMS**

Each floor of the library has a study room in the Northeast and Southeast Corners. The Cassel Conference Room is located on the 3rd floor behind the fireplace. Study Room 3 (located on the 2nd floor in the Southeast Corner) and the Cassel Room must be reserved at the Circulation Desk. The other study rooms may also be reserved in advance or used on a first-come-first served basis. A librarian will notify you if a room that you are using is reserved for someone else at a particular time.

## **COMPUTERS**

Public access computers are located on the 3rd floor along the West wall. All public computers on campus have basic word processing, presentation, and spreadsheet programs installed. Please ask for assistance to send a print job. Printing is through the MCC email server. (See Below)

## **Printing:**

Student printing is done by saving documents as word doc or .pdf and emailing them as attachment(s) from your campus email (which ends in @mccks.edu) to the print queue at [mccprint@mccks.edu](mailto:mccprint@mccks.edu). Your print job(s) will display with the number of pages to print and you can release your job(s) if everything is correct or change one-sided to two-sided or color to grayscale to save money. The cost for printing or copying is \$0.05 per page. Please feel free to ask for the help of a library staff member at any time.

If you are using a personal device and want to print to the printer in the library, you will need to save the document as a .pdf file and email it as an attachment to [mccprint@mccks.edu](mailto:mccprint@mccks.edu). You will then use your MCC ID to release the job at the printer in the same way that you would a job sent from a public access computer for the same costs per page. If you do not have document creation software on your personal device, you can compose documents with google docs, sheets, slides, or forms through your @mccks.edu campus email account. Please feel free to ask a librarian for help at any time.

## **Library Catalog:**

To access the MCC Library catalog from a public access computer, navigate to <http://mccks.edu> and then hover your cursor over “ACADEMICS” and then at the far right-hand side of the popup menu under “Library” click “Search Catalog” and then scroll down and click “[Click here to visit the MCC Online Search Catalog Tool](#)”

## **Research Databases:**

To access the research databases, navigate to <http://mccks.edu> and then hover your cursor over “ACADEMICS” and then at the far right-hand side of the popup menu under “Library” click “Online Research Tools.” Available resources include:

- EBSCOhost (Academic Search Premier, ATLA Religion Database with ATLASerials, Christian Periodical Index, Encyclopedia Britannica, Religion and Philosophy Collection, and a variety of databases on psychology, literature, and miscellaneous topics)
- Directory of Open Access Journals (DOAJ covers free, full text, quality controlled scientific and scholarly journals)
- Education Resources Information Center First Search (ERIC searches databases on business, medical, education, and miscellaneous topics)
- Post-Reformation Digital Library (PRDL is a database of digital books relating to the development of theology and philosophy during the Reformation and Post-Reformation/Early Modern Era)
- Stone-Campbell Restoration Resources (Research Tools and full-text articles allowing for easy study of the Stone-Campbell Restoration Movement)
- DICTIONARIES: including Baker’s Evangelical Dictionary of Biblical Theology, Dictionary of American Hymnology, and Merriam-Webster’s Online Visual Dictionary

- ENCYCLOPEDIAS: including Encyclopedia Britannica Online, Encyclopedia Judaica, Encyclopedia of Religion, and Worldmark Encyclopedia of Religious Practices
- Links to dozens of additional free websites and databases on the topics of Biblical Research, Ancient Manuscripts, Research Citation Helps, eBooks, Ministry Resources, and much more can be found on the Library's website, <http://mccks.edu/academics/library/online-research-tools/>

### **Logins for Databases for off-campus use:**

- Credo Reference: [mcclib : theworks]
- Encyclopedia Britannica: accessible off-campus through the State of Kansas Digital Library Card (See Mr. May to set this up)
- EBSCOhost: [mcc\_libr : Manhattan#1927]
- EBSCOhost Electronic Journals: customer code: mancc [library : inside]
- Encyclopedia Judaica: [klnb\_log]
- Religion eBooks from Thomson-Gale: [klnb\_log]
- **Kansas Library Card:**

All residents of Kansas are eligible for a free digital library card from the State Library of Kansas. The MCC Library is an issuing authority for Kansas Library Cards. Once you have a card, you can log on to the available online services at <https://kslib.info>. Available resources include access to academic research databases, history and genealogy resources, business and technology databases, auto repair, job search help, language learning, health research and reference databases, government stats and information databases, and resources for educators and librarians. In addition to research, there are also available services for eBook and audiobook checkout and talking book support for blind and physically handicapped patrons.

## ***INTERLIBRARY LOAN***

Interlibrary loan (borrowing items from another library) is available in the library by asking a librarian or by filling out an ILL form on the library website at <http://mccks.edu/academics/library/interlibrary-loan/interlibrary-loan-form/> Because the MCC campus is so close to Hale Library on the K-State campus and the Manhattan Public Library and access to library cards at both is free for MCC students, we do not request ILL items from them.

***The MCC Library web site can always be accessed off-campus by going to the Manhattan Christian College home page at <http://mccks.edu> and clicking on "Academics" and then "Library."***

**Questions??????**

**Ask a Librarian**