



## 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 – Thursday..... 7:30 a.m. – 7:00 p.m.
- Friday ..... 7:30 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 for 10 cents per page

### 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 – 10 cents per page
- Photocopier – 20 cents per page
- DVD/VCR player – viewing room
- Free wireless access

### Library's Web Page

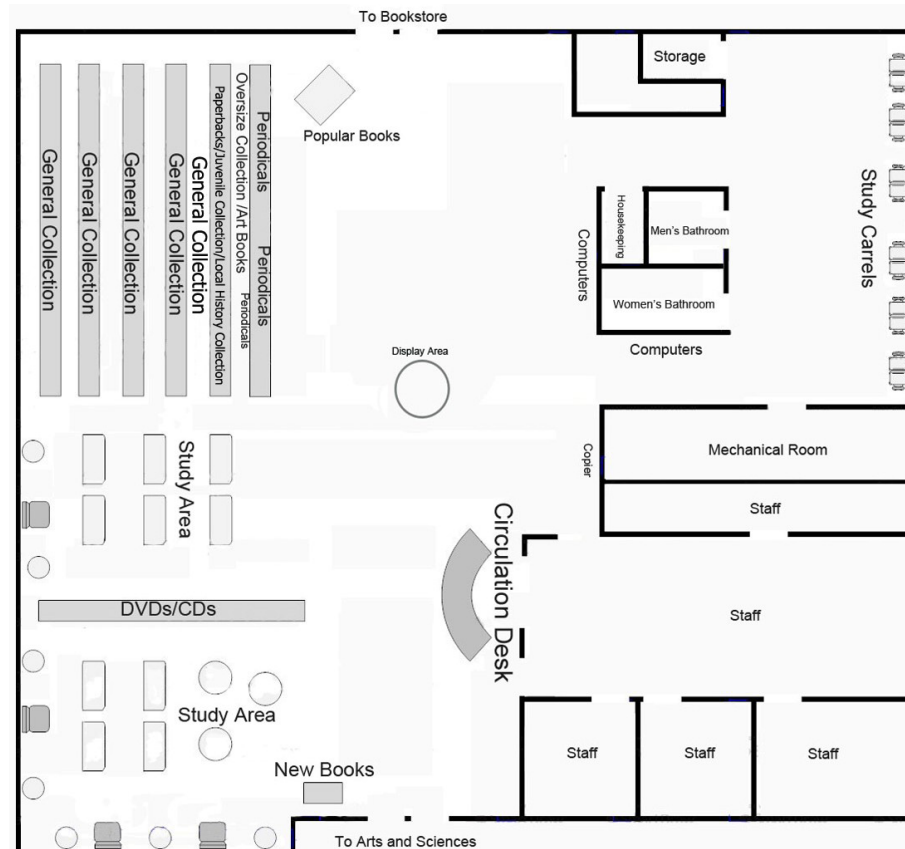
The library's website connects you to valuable resources:

- *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 Books and DVDs

The library has over 30,000 volumes in its collection which contains a reference section, a special section for popular fiction and non-fiction books as well

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.



as DVDs and music CDs. Use *CARDinals catalog*, the library's online catalog, to find books, DVDs and music CDs.

### Search for Articles

The library subscribes to over 120 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

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from over 5,000 journal and magazine titles.

- Help you find articles in the library's paper magazine collection and identify other articles on your topic that are not in our Library's collection. (Fill out an interlibrary loan form to request articles from other libraries.)

The library subscribes to several newspapers; they are shelved near the periodical section.

### Digital Videos

Films on Demand is a streaming video database of thousands of high-quality educational titles in dozens of subject areas from producers such as Films for the Humanities & Sciences, NOVA, BBC, ABC, CBS, MSNBC, The History Channel, Open University, TEDTalks and WideAngle.

Films can be shown in full length or clips.

### 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

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**What favorite new book, magazine, DVD or CD will you discover in the library?**

**Thank you for returning items promptly.**

## 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.

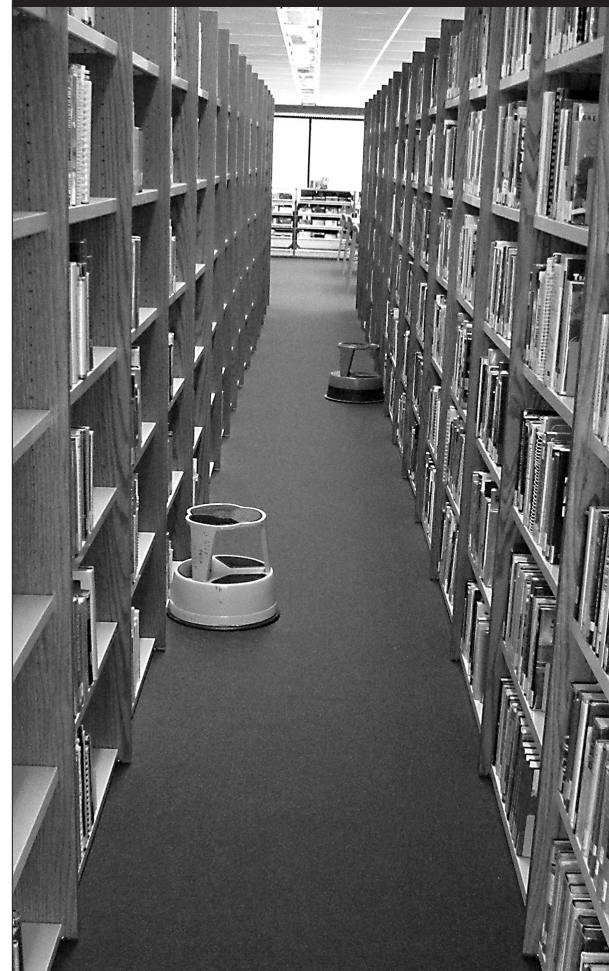
### Overdue Policy

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.

Mineral Area College does not discriminate on the basis of race, color, national origin, gender, gender identity, disability, age, religion, creed, genetic and family medical history as defined by GINA, or marital or parental status. For more information, call the Title VI, IX, Sec. 504 and ADA coordinator at (573) 431-4593 or U.S. Dept. of Education, Office of Civil Rights. If you have special needs as addressed by the Americans with Disabilities Act and need this publication in an alternative format, notify the ACCESS Director, (573) 518-2152 or Mineral Area College, P.O. Box 1000, Park Hills, MO 63601. Reasonable efforts will be made to accommodate your special needs. October 26, 2016

# C.H. COZEAN LIBRARY

## INFO FOR Community Borrowers



MINERAL AREA COLLEGE