



Welcome

The C.H. Cozean Library is here to provide you with information, services and materials. Our friendly, qualified staff will do our best to help you find information and to answer your questions.

Library's Web Page

Whether you're in the library, in one of the college computer labs or working from home, the library's website connects you to valuable resources as you search for information for papers and speeches:

- *CARDinals catalog*, the library's online catalog, lists materials in our collection
- MOBIUS, the shared online catalog for Missouri academic libraries
- Several electronic magazine, journal and newspaper databases
- Literary, business and other reference databases
- Recommended websites

Search for Books and DVDs

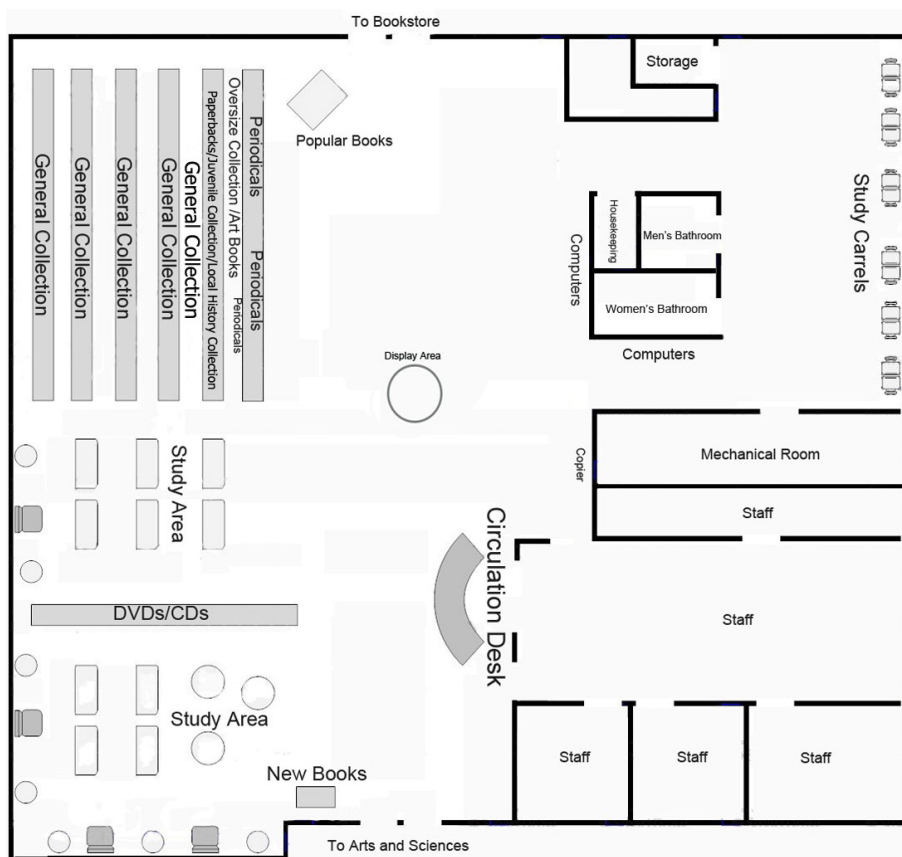
The library has almost 25,000 volumes in its collection which contains a reference section, a special section for popular fiction and non-fiction books as well as DVDs, music CDs, periodicals and local history.

Library Hours

- Monday–Thursday ..7:30 a.m. – 5:30 p.m.
- Friday 7:30 a.m. – 4 p.m.
- Interim and summer hours will be posted

Library Staff

- **Library Director/Cataloger**
Melissa Hopkins 518-2177
- **Instructional Librarian**
Ryan Harrington 518-2236
- **Circulation Assistants** 518-2141



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

If you don't find what you need in *CARDinals catalog*, search the MOBIUS catalog to request them from academic and public libraries in Missouri and other states. Books requested through MOBIUS usually arrive within 2 - 4 days. It's a free service! (Only books and government documents may be requested.)

Search for Articles

The library subscribes to several magazines and scholarly journals. They are located in the periodical section and are in alphabetical order by title.

The C.H. Cozean Library offers a comfortable place for research and study.

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 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.)

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.

(Continued on next page.)

(Continued)

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.

Loan Periods

- Books semester
- MOBIUS books 4 weeks
- Popular Books 4 weeks
- DVDs 1 week
- Music CDs 1 week
- Audio CDs 1 week
- Magazines 1 week
- Reserve items Varies
- 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.

Equipment

- Printer – 10 cents per page
- Photocopier – 20 cents per page
- Free wireless access

Thank you
for returning items
promptly.

Library Use Instruction

Library skills can play a key role in student success. Library Use Instruction sessions may introduce your students to the research process, to the library collection in general, or to specific reference tools. Classes are customized to meet students' needs and can range from a ten-minute explanation of an online magazine/journal database to multiple sessions covering a wide range of library resources.

Contact Ryan Harrington to arrange for a Library Use Instruction for your classes. Arrangements can be made for classes at the main campus and at the outreach centers. Arrangements should be made as far in advance as possible.

Class Assignments

When designing Library assignments, you may wish to contact one of the librarians for advice. The library staff has experience and expertise in this area and can help you determine whether sufficient resources are available for the successful completion of the assignment. For example, it often helps to place material on reserve for class use before the assignment is given.

Course Reserves

Contact Melissa Hopkins or Ryan Harrington to place items on reserve for students in your classes. Items will be placed on reserve only for the current semester unless special arrangements are made with the staff. Photocopied material must be in compliance with the copyright law, and it is the instructor's responsibility to secure permission.

Recommendations for Purchase

The library staff encourages faculty and staff to make recommendations for purchase of books, periodicals and audiovisual materials. Send requests to Melissa Hopkins.

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. MAC Communications - August 2018

C.H. COZEAN
LIBRARY

INFO FOR
Faculty and Staff

