

# Welcome to your library

## 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 Hours

Monday & Friday .....8:00 a.m. – 4:00 p.m.  
Tuesday - Thursday.....8:00 a.m. – 5:30 p.m.  
Interim and summer hours will be posted

### Ask for Assistance

Consult with a librarian for help locating information, developing search strategies for papers and speeches, using the Internet for research and learning how to use the library.

### 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 magazines, journals and newspaper databases
- Business and other reference databases
- Recommended websites

## Search for

### Books and DVDs

The library has over 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 and music CDs.

Use CARDinals catalog, the library's online catalog, to find what you're looking for.

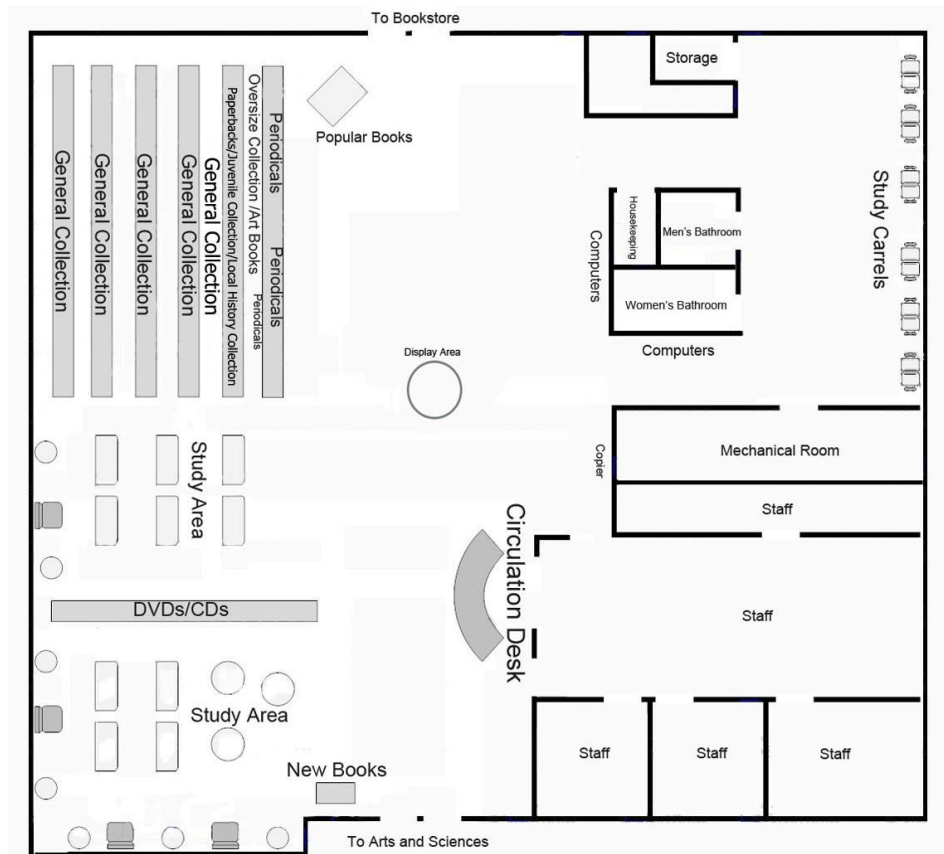
If you don't find what you need in CARDinals catalog, search the MOBIUS catalog to request them from other academic and public libraries in Missouri and other states. Books requested through MOBIUS usually arrive within 2 - 4 days. It's a free service! (Only books and government documents may be requested.)

### Articles

The library subscribes to several 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 our 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 our paper magazine collection and identify other articles on your topic that are not in our 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.



Why head home after classes? The C.H. Cozean Library offers a comfortable place to study with friends, use a computer, and browse our ever-expanding collection of DVDs, CDs, books, magazines and new releases.

## Resources

### 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

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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. You'll also find titles that cover popular topics such as Cooking, Crafts & Hobbies, Family, Recreation & Leisure, and Self-Help.

**Quiet Study Areas**

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.

**Computer Stations**

- Students may search the library's online resources and the web, access MAC email and MyMac, and use Microsoft Office tools
- All computers are equipped with USB ports and CD/DVD Rom drives
- Librarians are nearby to help you.

**Equipment**

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

**Circulation Desk Services**

- Check out and return materials here
- Reserve Collection (items placed on reserve by faculty for class use)

**Check It Out**

Check out and return materials at the Circulation Desk. Students must present a student ID card for the current semester when checking out material (even if taking to the copier).

**You'll need a current ID card to check out materials.**

**Loan Periods**

Books .....	4 weeks
MOBIUS 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.

**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.  
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**C.H. COZEAN  
LIBRARY**

**INFO FOR  
MAC Students**



**Thank you for returning items promptly.**