



## Welcome to the MLC Library

The MLC Library houses more than 180,000 books and bound periodicals, 2,500 videos, CD's and DVD's. The library subscribes to more than 100 magazines and journals in print and 30,860 journals online and 92 electronic databases. Our collection of materials also includes a *Curriculum Room* that has textbooks, teaching materials and resources for class presentations. Organists on campus will enjoy the extensive online *Organ Prelude Index* found on our *Special Collections* site.

The library is open 7 days a week during the school year and 5 days per week in the Summer months. Extended hours are posted during exams week.

Regular Library Hours for 2018/19	
Sunday	1:00 p.m. to midnight
Monday - Thursday	7:15 a.m. to midnight
Friday	7:15 a.m. to 5:00 p.m.
Saturday	11:00 a.m. to 5:00 p.m.

A wealth of information and resources are available online 24/7 through the library's home page: <https://www.mlc-wels.edu/library>



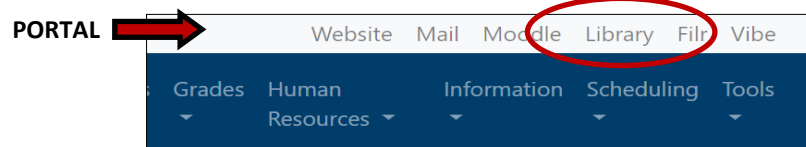
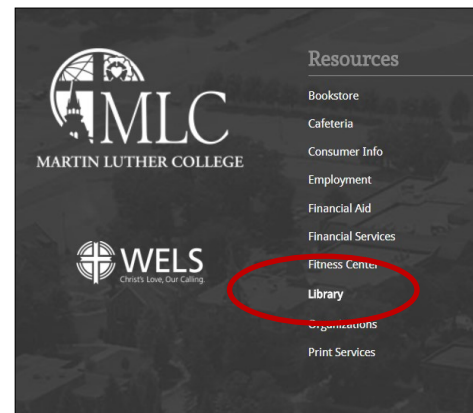
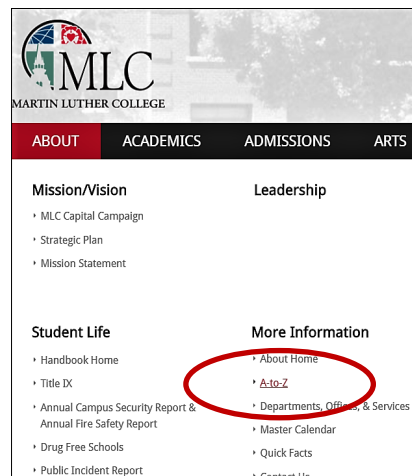
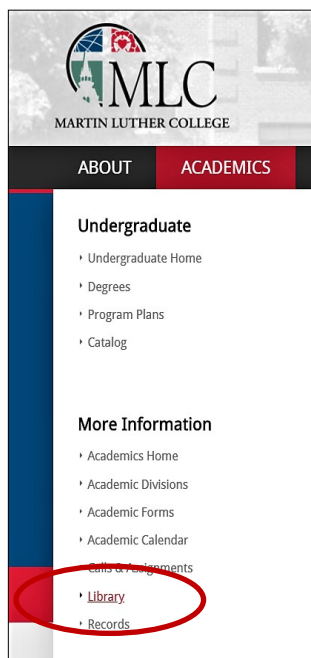
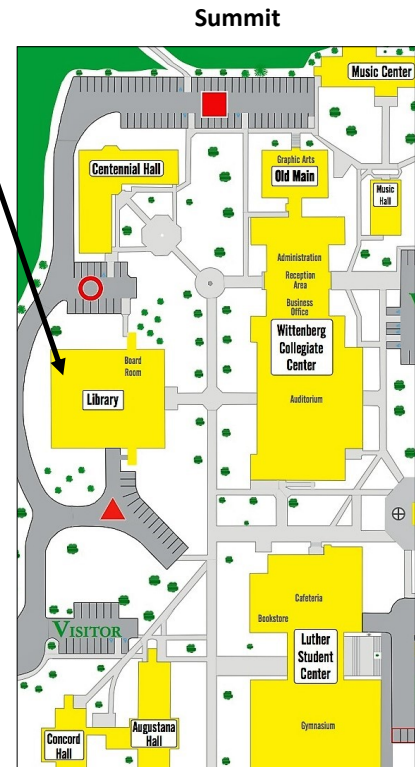
## Where is the physical Library located?

The Library is located across from the Wittenberg Collegiate Center on the Center street side of campus.

## Where can I access the Library online webpage and the library resources?

The library website and resources are found on the MLC College Website and is accessible from your dorm room, home or at your favorite restaurant. You can reach the library from five locations:

1. Under the **ACADEMICS** tab, **More Information**
2. Under the **ABOUT** tab look for the, **More Information, A-Z**
3. or at the bottom in the **RESOURCES** list.
4. through the **Portal** link,
5. **MLC Home Page:** <https://mlc-wels.edu>



## What types of materials are found in the library?

Books, magazines, music scores and studies, CDs, DVDs, VHS videos and special collections are physical items that are held in the library. The library's online catalog *Encore* can be searched from the library home page, <https://www.mlc-wels.edu/library>.



Electronic resources are not physically located in the library. eBooks and e-resources are searchable in *Discovery*, a search tool to find ebooks, full text articles, abstracts, citations and videos from various sources. You can find articles by searching Discovery or by journal title in Discovery's *Publications A-Z*, by individual databases A to Z list, or databases by subject area. All are found under Library Resources on our website.

## Do you have books on tape?

We have something even better! The library has "Overdrive Digital Library," an electronic media site, that allows you to put e-books and audiobooks onto your portable devices, like an MP3 player, e-Reader, or computer. Find out more about e-library on our [website](#). Materials available are e-books, audiobooks and movies. You also have access to the New Ulm Public Library's Overdrive books at [TdS e-Media Library](#).



## What do I need to check out library materials?



The same card you use to identify yourself at the cafeteria, and for entering your dorm building. Your current MLC student ID card that has your personal 14 digit ID number and your picture. These cards are issued for freshmen and new students at the beginning of the school year by Network Services. Your ID number is also used on the "Overdrive Digital Library" site and the "Overdrive eBooks" provided by TdS.

## What if the library doesn't have the book or article I need?

As part of the [Traverse des Sioux Regional Library System \(TdS\)](#) our catalog searches the MLC library and other member libraries in our region. When you find material held in a member TdS catalog, you can put a *hold* on the item and request that it be picked up at the MLC Library.

If the book you need is not available in the MLC or TdS catalog, we have access to MNLINK (Minnesota Library System). Through [MNLINK](#), libraries and community members have access to resources from all Minnesota libraries. You can place a *loan request* right on the website and have it delivered to the MLC Library for pickup. You will need to set up an account on MNLINK using your MLC ID card .

## Interlibrary Loan

*Interlibrary Loan* (ILL) is a library service that requests materials from national and international libraries, not found in the MLC or MNLINK catalogs. Requests are made by completing an [online ILL request form](#), located on the library website, or by paper form, located at the reference desk.



## My professor has course reserve readings? Where are they?

Professors occasionally place assigned reading materials in the library for ease of access for students in their courses. These reserved materials are kept behind the *Circulation Desk* on the upper level of the library. (Please see the map on the back of this publication.) Ask for the reserve material by the professor's name. Reserve items that are articles, chapters of books, or reference materials are to be used in the library. A limited 2 hour loan period is allowed for each checkout. A second type of reserve material are books that professors assign to read as a whole and require more than two hours to complete the assignment. A regular 3 weeks loan period is assigned to these materials.



\**Reserve items* are different than materials classified as *Reference*. Reference materials are works containing useful facts or information (encyclopedias, dictionaries). Reference is located on the upper level.

## How are the books in the library arranged or cataloged?

Our library, like most academic libraries, use the *Library of Congress Classification System* for our books. Library of Congress is a subject based arrangement, meaning that books of a similar subject will be in the same area on the shelves. If you are unfamiliar with the LC System please see [Understanding call numbers](#).

The current journals, magazines and periodical holdings of earlier issues are arranged alphabetically by title. Search the library's online catalog *Encore*, to find journals and magazines that we have available in print at <https://www.mlc-wels.edu/library>.



## Do I have access to the Library resources from my home or dorm computer?

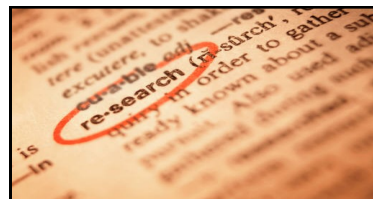
Yes! You can access the library's home page: <https://www.mlc-wels.edu/library>, from your computer anywhere. Freshmen and new students will be given network account information during orientation.

Off-campus, you will need to login at the [Portal](#) website with your network account, username and password, then go to the library website to access any subscribed library resource. On campus, once you have logged into your network account, you will have full access to the library home page, and any library resources.

## What if I need to find an article from a journal for my paper?

While many of our students have relied on the internet and Google for information, the web does not always retrieve the peer-reviewed, scholarly results that your professors expect you to use. The library subscribes to 92 electronic databases to support your research needs

in a variety of fields. "Databases" are indexes, generally made up of a large number of journal/magazine titles, books, and newspapers, that the library has purchased to give you the most relevant and reliable scholarly information. Databases can also include dictionary, encyclopedia, and map information.



## Where do I start my research?

Start your research with an encyclopedia. You can find an encyclopedia in the reference area of the library, use an online encyclopedia from the Library's [database by type](#), or do a Google search. Get to know your topic and find key words about your topic.

**EBSCO Discovery Service** is an online research tool used to search the library's entire online collection with a single, powerful search platform—including databases, special collections, eBooks, catalog records, and a wide range of digital content available through the MLC library. Look for the *Search for Articles & Books: Discovery* on the library's homepage or on the Search and Find page under *Library Resources*.



## **I need to find an article from a specific journal.**



To find an article from a known journal title, use the [Publications A-Z](#) link on the Discovery Service site. *Publications A-Z* is an index of all the e-journals MLC has in its collection. Type in your journal title. Discovery will find the journal and database that provides access to the full text. The list will also include what years each database provides coverage for.

## **I have a citation of an article, how do I find the actual article?**

Finding an article by a known citation can be done by using the Discovery Service Citation Finder. Access to this tool through the Search and Find, then Library Resources, and [Articles by Citation](#) links.

## **How can I learn to best use the library?**

Ask for a tour of the library, an overview of library online resources or contact the reference librarian to schedule personal time. Our reference librarian, Mrs. Kathy Lotito, is available for questions and research help Monday - Friday, 8 am to 4:30 pm.

\*For one-on-one assistance set up an appointment ([lotitokm@mlc-wels.edu](mailto:lotitokm@mlc-wels.edu)).

## **Does the library provide quiet places to study?**

Yes, the library has individual study rooms on the lower level, a loft area that is away from the normal traffic areas and small group meeting rooms that are available for individuals or groups.

You also might find your own favorite, out of the way place that meets your study needs.

## **Is there a place for groups to study together?**

Yes, the library has several small group study rooms and one large group study room available on a first come, first served basis. Campus clubs, committees or other campus related groups can reserve these rooms on the library website or contact Mrs. Wessel ([wesselea@mlc-wels.edu](mailto:wesselea@mlc-wels.edu)), or Mrs. Lotito ([lotitokm@mlc-wels.edu](mailto:lotitokm@mlc-wels.edu)) for reservations.

On the lower level of the library are four, group collaboration areas, where students

can work together on classroom assignments on a large screen TV. These areas are available on a first come, first served basis, no reservations are needed. You will also find individual computer stations that provide some privacy during the day hours.

## **What other services are available at the library?**

The library provides a number of services for our students.

- Copy machine (by Reference Librarian)
  - Scan to USB
  - Scan to eMail
- Computer workstations with printing capabilities
- Wireless network
- Color printing for 8 1/2" by 11" prints
- Overhead transparencies
- Microfiche and Microfilm reader with printing capabilities
- Laminating
- Dry mounting
- Poster making
- Audiotape, videotape, CD and DVD duplicating
- Die-cuts\*

\*Die cuts are used in the production of greeting cards, labels, tags, calendars, cutouts, and folding boxes or bulletin boards.



For more information about our services and policies,  
visit the library's web site and click on "About."

## Do I have a library account?

YES! As a student at MLC you have a current library account that is all set up for you. All you need to do is set your password. With your account you can see what items you have checked out, when the material is due, items placed on hold and any overdue fines. You can renew an item prior to, on, or after the due date. Checking your account regularly will save you both time and money. And, it is accessible from any computer. No need to bring your books into the library to have them renewed!

## How do I access my library account?

On the Library Home Page look for: Manage My Library Account. The login for the Encore Library Catalog comes up. Login with your student ID number (the 14 digit number on your college ID card), and you will be prompted to set up your personal password. (Please note and follow the directions to set your password for the first time.)

 [Manage My Library Account](#)

More help with your library account is found in [How Do I?](#)

## How do I review or renew items in my account?

Log into Encore with your username and password. Once you've logged in you should see your name in the upper right corner of the screen. Click on your name to view your account. The account will show materials currently checked out, materials overdue, and any holds that have been placed. Holds can be modified in your account.

You may renew materials on your account page. [See renewal policies.](#)

## Will I get a notice if my books are overdue?

Yes, an email from library@mlc-wels.edu, subject "Circulation Notices" will be sent to your MLC email account. A "Courtesy Notice" will appear a few days before your library items are due. An overdue notice will be sent after your material is due. It is important that you access your "mlc-wels.edu" email regularly to receive college and library notices. Find out more about loan periods and fines on the library web site.

## What about cell phones in the library?



To avoid interference with others' study, we ask that you turn off your cell phone or set it to vibrate when you come into the library. If you get a call please go to an area where you won't disturb others.



## Is there Wi-Fi in the library?

Yes, the library has wireless LAN (WLAN) network service in most areas of the building. If you are having problems with your connection, please see the [Network Knowledge Base](#) or [Network Services](#) for help. Guests on campus can connect through the MLC Guest WLAN wireless network, ask for the guest password at the circulation desk. Network Services provides more details.



**Mrs. Linda Kramer**  
Director  
kramerlm@mlc-wels.edu



**Mrs. Grace Bases:**  
Cataloger  
basesgm@mlc-wels.edu



**Mrs. Kathy Lotito:**  
Reference/Research and  
Media Center  
lotitokm@mlc-wels.edu



**Mrs. Janice Nass:**  
Periodicals/Reserve/Tech  
nassja@mlc-wels.edu



**Mrs. Liz Wessel:**  
Administrative Assistant  
wesselea@mlc-wels.edu

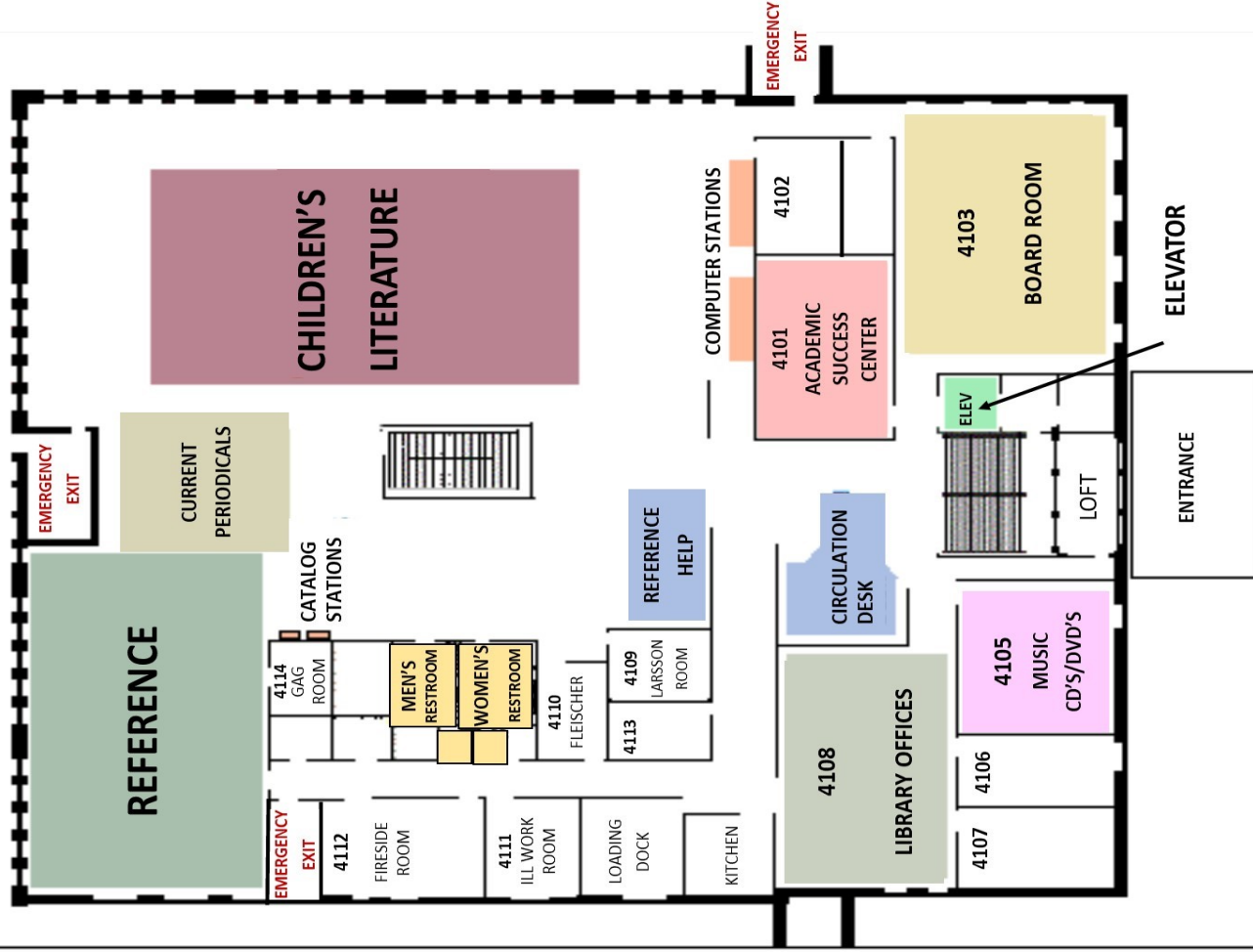
### Contact Us:

Phone: 507-354-8221 ext. 242

email: [library@mlc-wels.edu](mailto:library@mlc-wels.edu)

Fax : 507-233-9107

# MLC Upper Level



# MLC Library Lower Level





Martin Luther College Library



<http://facebook.com/mlclibrarywels>.