



Welcome to the MLC Library

The MLC Library houses more than 180,000 books and bound periodicals, and 2500 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 a week in the summer months. Extended hours are posted during exams week.

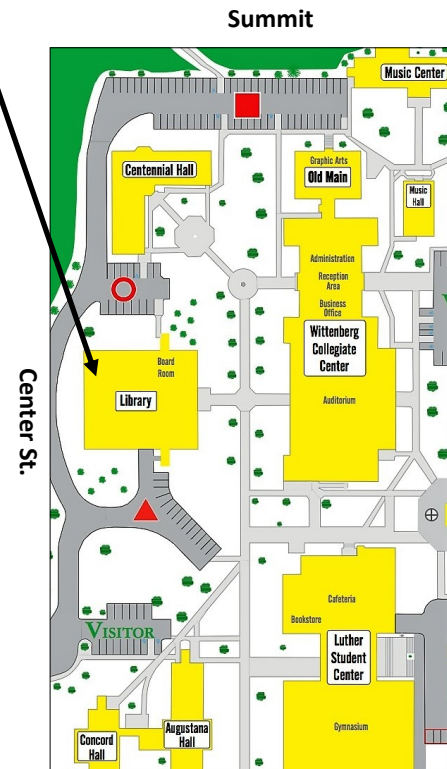
Regular Library Hours for 2018/19	
Sunday	1:00 p.m. to midnight
Monday - Thursday	7:15 a.m. to midnight
Friday	7:15 a.m. to 5:00 p.m.
Saturday	11:00 a.m. to 5:00 p.m.

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?

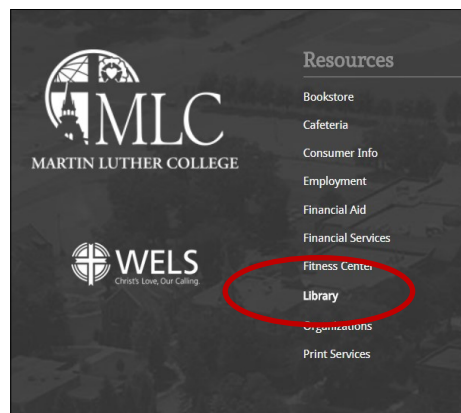
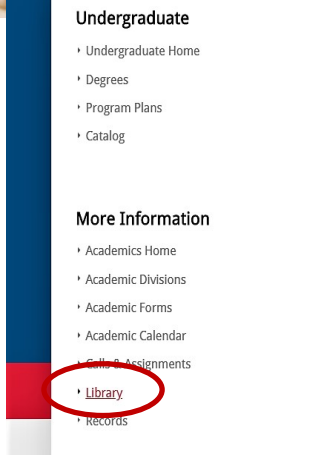
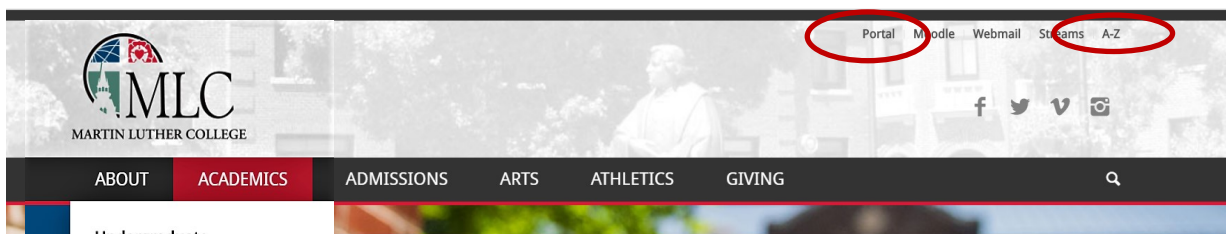
The Library is located across from the Wittenberg Collegiate Center on the Center street side of campus.



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

The library website and resources are found on the MLC College Website, accessible from your dorm room, home or favorite restaurant. You can reach the library from several locations on the MLC Website, <https://mlc-wels.edu>.

1. Under the **ACADEMICS** tab, **More Information**
2. Through the top right toolbar **Portal** or **A-Z** links.
3. At the bottom in the **RESOURCES** list.



What types of materials are found in the library?

Books, magazines, music scores and studies, CDs, DVDs, teaching aids, and special collections are physical items that are held in the library. The library's online catalog 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 or CD?

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



What do I need to check out library materials?

The same card you use to identify yourself at the cafeteria and enter 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 for the MLC and TdS Overdrive sites.

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

As part of the [Traverse des Sioux Library Cooperative \(TdS\)](#), our catalog searches the MLC library and other member libraries in our region. When you find material held at a member TdS library, 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. 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 use your MLC ID number for MNLINK requests.

Interlibrary Loan

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



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 reserve materials are kept at the *Service 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 such as articles, chapters of books, and reference materials are to be used in the library. A limited 2-hour loan period is allowed for each checkout. Reserve materials might also be books that professors assign to read as a whole and require more than two hours to complete the assignment. A regular 3-week 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, to find journals and magazines that we have available in print at <https://www.mlc-wels.edu/library>.

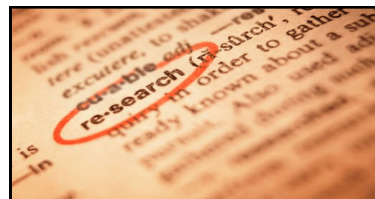
Do I have access to the Library resources from my home or dorm computer?

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. Most of our databases provide the full text of articles so that you can view, print, or save the article easily.



Where do I start my research?

An encyclopedia can be a good starting point. 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. An encyclopedia can help you get to know your topic and find key words about your topic.



Discovery 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 *Search for Electronic Resources: Discovery* on the library's homepage.

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 Library's home page. *Publications A-Z* is an index of all the e-journals MLC has in its collection. Type in your journal title, and Discovery will find the databases that provide access to the full text for that journal with the years of full-text coverage that we have access to at MLC.

I have a citation for 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 Resolver*. Access to this tool through the MLC Library website: *Library Help* (on the right-hand menu), *Research Help*, *Searching for Articles*, [Citation Resolver](#) link.

How can I learn to best use the library?

Ask for a tour of the library, an overview of library online resources, or a research consultation. Our reference librarian, Mrs. Linda Kramer, is available for questions and research help Monday - Friday, 8 am to 4:30 pm.

*For one-on-one assistance set up an appointment (kramerlm@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, and other campus-related groups can reserve these rooms on the library website or by contacting Mrs. Wessel (wesselea@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 there.

What other services are available at the library?

The library provides a number of services for our students.

- Copy machine (near restroom doors on main floor)
 - Scan to USB
 - Scan to e-Mail
- Computer workstations with printing capabilities
- Wireless network
- Color printing for 8 1/2" by 11" prints
- Microfiche and Microfilm reader with printing capabilities
- Laminating
- 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 *Library Information*.



Do I have a library account?

YES! As a student at MLC you have a 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 you have placed on hold, and your overdue fines. You can also renew your items online.

How do I access my library account?

On the Library Home Page look for *Manage My Library Account*. Log in 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.)



More help with your library account is found in *Library Help*, [Library Account Help](#).

How do I review or renew items in my account?

Log in to the catalog 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. In some cases, your materials will renew automatically.

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 Wifi in the library?

Yes, the library has Wifi 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 library service desk. Network Services can provide more details.



Mrs. Linda Kramer
Director/Reference Librarian
kramerlm@mlc-wels.edu



Mrs. Grace Bases:
Cataloger /Ill Librarian
basesgm@mlc-wels.edu



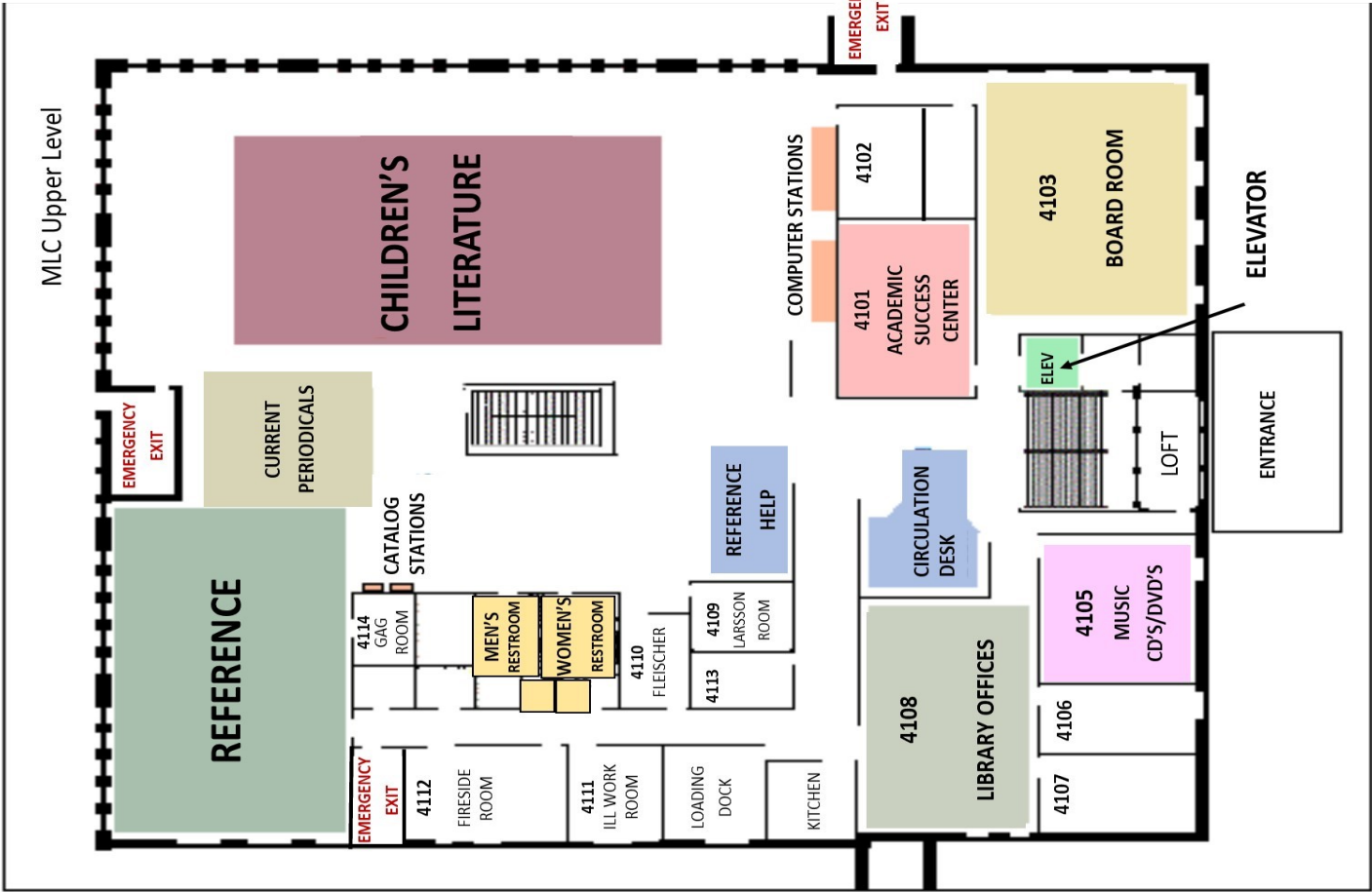
Mrs. Janice Nass:
Periodicals/Reserve/Tech
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Mrs. Liz Wessel:
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Media & Makerspace Librarian
wesselea@mlc-wels.edu

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email: library@mlc-wels.edu
mlc-wels.edu/library





Martin Luther College Library



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