



## Welcome to the MLC Library

The MLC Library houses more than 180,000 books and bound periodicals, 2,500 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 Library* 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	
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>



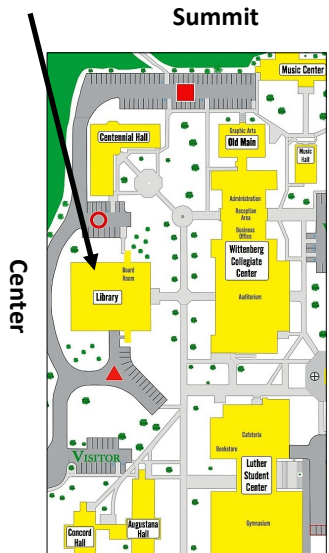
## Where is the physical Library located?

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**



The screenshot shows the website layout with three key areas highlighted for library access:

- 1:** The 'Library' link in the 'More Information' section of the 'ACADEMICS' sidebar.
- 2:** The 'Portal' and 'A-Z' links in the top right navigation toolbar.
- 3:** The 'Library' link in the 'Resources' dropdown menu.

## 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 search from the library home page, <https://www.mlc-wels.edu/library>.

Electronic resources are not physically located in the library. E-Books 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 Publications A-Z, by individual databases A to Z list, or Databases by Subject. 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 audio-

books 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?

Your current MLC student ID card that has your personal 14 digit



ID number and your picture. The same card you use to identify yourself at the cafeteria and access your dorm building. 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 (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 no password is required.

## 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. You can find these resources at [WorldCat.org](#). 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 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. Reserve material 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 items.

## 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 users will need to login when prompted or go to the [Portal](#) website. Use your network account username and password, to access any subscribed library e-resource. On campus, once you have logged into your network account you will have full access to the library home page, and any library e-resources.

## I need to find an article.

You might have relied on the internet and Google for information but the WWW 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 have been 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?**

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. 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 *Electronic Resources: Discovery* on the library's homepage or under *Research Help*.

## **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 and Discovery will find the journal and database that provides access to the full text. The list includes the years each database provides coverage.

## **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 *Research Helps, Searching for Articles* and [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 contact the reference librarian to schedule personal time. Our reference librarian, Mrs. Sue Gurgel, is available for questions and research help. For one-on-one assistance set up an appointment ([gurgelsl@mlc-wels.edu](mailto:gurgelsl@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)) for reservations. On the lower level of the library are four, group collaboration areas, where students can work together on classroom assignments. These areas are available on a first come, first served basis; no reservations are needed. You will also find individual computer stations .

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

The library provides a number of services for our students.

- Copy machine
- Scan to USB
- Scan to e-Mail
- 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
- 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 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.

## How do I access my library account?

On the Library Home Page look for: [Manage My Library Account](#). Login with your student ID number (the 14 digit number on your college ID card). 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 into 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.](#)



## **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 circulation desk.

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

Yes, an email from [library@mlc-wels.edu](mailto: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.

## **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 dis-

## Library Staff



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



**Mrs. Sue Gurgel**  
Interlibrary Loan Manager/  
Reference Librarian



**Mrs. Mary Hames**  
Cataloger  
hamesmb@mlc-wels.edu



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



**Mrs. Liz Wessel**  
Administrative Assistant  
Media & Markerspace Librarian  
wesselea@mlc-wels.edu

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Contact Us: Phone 507-233-9131  
Email: [library@mlc-wels.edu](mailto:library@mlc-wels.edu)  
Website: <https://mlc-wels.edu/library>



# LIBRARY

LOWER LEVEL FLOOR PLAN | JAN. 2016

# LIBRARY

UPPER LEVEL FLOOR PLAN | JAN. 2016



Martin Luther College Library

2021/2022



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