



Welcome to Your Research and Study Center

The MLC Library houses more than 160,000 books and bound periodicals, 2,260 videos, 2,200 CD's and DVD's. The library subscribes to more than 200 magazines and journals in print and 30,860 journals online and 92 electronic databases.

The library is open 7 days a week when classes are in session and extends its hours during exam week.



Regular Hours When Classes are in Session:	
Sunday	2:00 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.

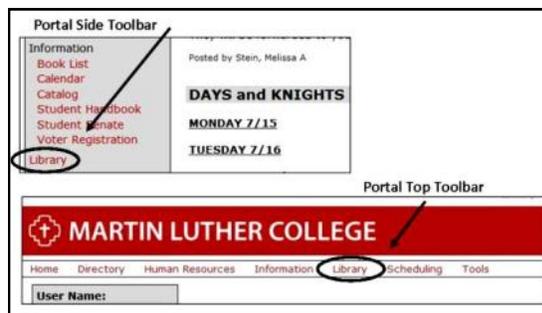
A wealth of information and research resources are available online 24/7 through the library's home page: <http://www.mlc-wels.edu/library>

Where can I get into the library and find resources online?

The library is more than a building that you walk to. The library and its resources are found on the internet and accessible from your dorm room, home or at your favorite restaurant. You can reach the library from two locations on the MLC Website. First from the Martin Luther College home page, and



Second, from the portal page.



What types of materials are found in the library?

Books, magazines, music scores and studies, CD's, DVD's, VHS tapes and special collections are held in the library. The library's online catalog is found on the library website <http://www.mlc-wels.edu/library>, where you will find Discovery, a search tool to find electronic databases filled with full text articles, abstracts, or citations. You can find articles by searching journal titles, individual databases, or subject areas.



Do you have books on tape?

We have something even better! The library has "Overdrive Download Library," an electronic media site, that allows you to put e-books 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 [Tds e-Media Library](#).



What do I need to check out library materials?

To check out library materials, you will need a current MLC student ID card. These cards are issued for freshmen and new students at the beginning of the school year by Network Services. It is the same card you use to identify yourself at the cafeteria, and for entering your dorm. Your ID card is also used on the “Download Library” site and the **NEW** Magazine service [Zineo](#) provided by TdS.



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

As part of the [Traverse des Sioux Library System \(TdS\)](#) our catalog searches the MLC library and other member libraries of 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 the TdS catalog, we have access to MnLINK Gateway (Minnesota Library System). Through [MnLINK](#) libraries and community members have access to electronic resources including online catalogs from all Minnesota libraries. You can place a loan request right on the website and have it delivered to the MLC Library for pickup. Use your MLC ID card to set up an account.

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.

Where are the professors' reserve readings?

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. Reserve materials are held under the professor's name, and are for use in the library with a 2 hour loan period.



*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, uses 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.

The current journals, magazines and periodical holdings of earlier issues are arranged alphabetically by title.



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.

*To see the list of databases available to MLC students, go to our homepage at <http://www.mlc-wels.edu/library>. Look for databases in **Search and Find**.

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 list, or do a Google search. Get to know your topic and find key words about your topic to search with.



EBSCO Discovery Service is an online research tool used to search the library’s entire collection on 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 Discovery Tab in the tabbed search box on the library’s homepage or on the Search and Find page under Articles.

I need to find an article from a specific journal.

To find an article from a known journal title, use the **e-Journals tab** in the tabbed search box. The e-Journals tab is a research tool provided by Discovery Service, that will find the database that provides access to the journal you’re looking for. **Title A-Z** takes you to the database, journal, issue and article.



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 is found under Search and Find, Articles, Find Articles by Citation.

Can I get to library information from my home or dorm computer?

You can access the library’s home page: <http://www.mlc-wels.edu/library>, from any computer anywhere. On campus, once you have logged into your network account, you will have full access to the library home page, and any library resources. Off-campus, you will need to use your network account username and password for access into any subscribed library resource.

Freshmen and new students will be given network account information during orientation.

How can I learn to best use the library?



Ask for a tour of the library and a overview of library online resources, 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).

Does the library provide quiet places to study?

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

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. You can reserve these rooms on the library website or contact Mrs. Wessel (wesselea@mlc-wels.edu), or Mrs. Lotito (lotitokm@mlc-wels.edu) for reservations.

On the lower level of the library, in what was once the computer lab, are now four group collaboration areas, where students can share resources on large screen TV's. These areas are available on a first come first serve bases, no reservations are needed at this time. 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.
- Computer workstations with printing capabilities
- Wireless network for those who have their own laptop
- 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 on our services and policies, visit our library's web site and click on "About."

Do I have a library account? I haven't applied for one.

YES! As a student at MLC you have a current library account set up for you. 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.

How do I access my library account?

On the library website go to "Search and Find" and look for "My Library Account". Enter your user ID number (the 14 digit number on your college ID card), and the password "changeme." We recommend that you change the universal password to a word of your choice. Select "My Account" from the toolbar.

How do I review or renew items in my account?

Select "Review My Account". You will see the materials currently checked out, materials overdue, and any holds that have been placed. To return to your account use the "Go Back" button on the toolbar. Select "Renew My Materials." All materials that are renewable are listed. Place a checkmark in front of materials to be renewed. Select "Renew Selected Items."

There is a "Quick Link"  on the library home page titled "Renew Books".

Will I get a notice if my books are overdue?

Yes, an email from Sirsi@giotto02.sirsi.net, subject "Library Notice" 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 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.



We're on Facebook!

The library maintains a Facebook© page to make communication easier . Our page provides patrons with updates about new information resources and to gather user suggestions for additions to the library's collection.



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

Library Staff



Mrs. Linda Kramer
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Mrs. Grace Bases:
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