

# LIBRARY HANDBOOK

## Introduction

The Mendocino College Library supports the educational needs of the students, faculty, and staff at Mendocino College. The Library was built in 1985 and houses a collection of over 30,000 volumes with other media. Faculty and librarians select materials to meet the curricular needs of the college and to build upon the collection. If there is a title that we do not have that you would like to read you may suggest that the librarian buy the volume or ask for an Interlibrary Loan.

As a student, faculty member, or staff member at Mendocino College, you have access to the resources made available through the library, and this handbook will guide you in learning what materials and services are available to you and how to use them. Emeritus faculty and staff also have privileges, as well as “The Friends of the Mendocino College Library.”

## Checking out Library materials

**Your ID card** is also your library card. It is required for all transactions at the Circulation Desk.

### *Loan Periods:*

- 1 Books 21 days and 1 renewal
- 2 VHS 21 days no renewal
- 3 DVD 7 days no renewal
- 4 Audio books 21 days no renewal

If there is a Hold or Recall or Advanced Booking placed on an item by another patron, the item may not be renewed.

**Renewals:** You may renew regular circulation books by phone (468-3158) or in person. You may not renew any item on which a Hold, Recall or Advanced Booking has been placed. You may not renew any material that is overdue.

**Missing Books:** If the library catalog (Winnebago) indicates that an item is checked in, but you don't find it on the shelf, ask for a trace at the Circulation Desk.

**Hold, Recalls and Advanced Bookings:** If a book you want to borrow is checked out to someone else, you may place a Hold or Recall on the item. A Hold will reserve the book for you when it is returned to the library on its regular due date. A Recall shortens the loan period for the original borrower to a date set by the librarian. Recall provides a quicker means for obtaining an item currently checked out. An Advance booking is made when you need particular materials for a presentation or a special project and you know it is so far in the future that you must ensure the availability of the material.

***Fines and Replacement Costs:*** The charge for lost/damaged books is replacement price as found on Ingram's or Books in Print. There is a non refundable processing fee of \$5. If the book is no longer in print, a standard replacement cost for a book in the circulating collection is \$45 and \$10 for the paperback recreational reading with a \$3.50 processing fee. Fines for Books, CDs and Audio Books are \$.50 a day. DVDs have fines of \$1 per day.

***Reserve materials:*** These items are placed at the Circulation Desk by the Instructor. They may be text books, workbooks, solutions manuals or supplemental readings for any course. There is a small card catalog on the end of the Circulation Desk and there are two drawers. One is the alphabetical listing by title. The other drawer has the classes listed by course with the titles beneath. When you come to the Circulation Desk ask for the book by title and course. Please have your ID ready.

### **Mendocino College Library Hours:**

**Monday—Thursday**  
**8:00am-8:30pm**

**Friday----**  
**8:00am-4:30pm**

**Closed holidays and weekends (The library usually opens for a couple Saturdays a semester, usually around Midterms and Finals. Check the library web site for announcements about Saturday hours.)**

### **Finding your way around**

***Circulation Desk:*** When you want to check out a book, video, DVD, music CD, or read reserve materials for course work, stop here. You can also place a hold on books that are checked out to another borrower, ask for a trace for an item you can't find, and pay fines. Your Mendocino College ID with a barcode is your library card; please show it for all transactions. The Circulation Desk is also the location for making ID Cards. **(You must be in a class that is currently meeting in order to check out library materials. Library privileges are only extended during the duration of a class. One-day or two-day short-term classes must use materials in the library or use the electronic resources.)**

***Copiers, printing and change machine:*** There are two photocopy machines in the library. They are located next to the Circulation Desk. Single sided copies are ten cents each and double sided copies are twenty cents each. There is a change machine next to the copiers and Circulation Desk staff can change bills larger than \$1.00 for you. Additionally, there is a shelf near the copiers that holds a stapler, hole-punch, paper clips, scissors, tape, and other materials. There is also a stapler at the computer printer station.

**Microforms, read/print machines and periodical storage:** This room is located adjacent to the Circulation Desk. The library has several journals that go back in time to the 1800's. These and many other titles may be viewed with the microforms machines and a print of any page is only fifteen cents. Staff members will be available to help you with the equipment.

**Computer use:** There are computers in the reference area (eight desk tops) for searching the Library's electronic resources and the World Wide Web. There are also eleven laptop computers located at the Circulation Desk that students may check out after they have signed the Laptop Agreement (basically if you drop it and break it then you pay for it). These laptops are wireless and may be used anywhere in the library where a patron is comfortable sitting. Printing from the computers is 10 cents a page for black and white and up to a dollar for color prints depending on the size of the color page. You must log onto the computers using your name (as you are registered), the last four digits of your Social Security number and the year of your birth (as in 1984). A little clock will appear on the screen and you will have 90 minutes to use the computer. When you attempt to print a dialogue box will appear and direct you to go to the Circulation Desk and put money on your print account.

**Audio/video materials:** Videos and DVDs with **orange dots** may be checked out as well as all audio books and CDs. DVDs circulate for two days and may **not** be renewed. Fines for DVDs are \$1.00 per day with a maximum of \$10 in fines and full replacement cost if the item is not returned or is returned with enough damage that we can't repair it. Video, CDs and audio books circulate for three weeks and have a fine of \$.50 a day.

**Listening /viewing area:** Between the Circulation Desk and the Reference Desk are the videos, DVDs, CDs and audio books. There are also two stations to view the items that may not leave the library. There is an off-line computer that will allow you to load and use computer programs and CDs. **THERE ARE NO FACILITIES FOR DUPLICATING MEDIA IN THE LIBRARY.** These items are usually protected by copyright laws.

**Services for Students with Disabilities:** Although the library is over 20 years old every attempt has been made to provide a barrier-free environment for students with disabilities. In the Listening/viewing area there is a CCTV which lights and magnifies books and periodicals. Next to the study carrels is an adjustable table with a slanting surface that will accommodate everyone. There is also one large screen computer and keyboard for students with low vision. *Special Services:* Reference librarians are the primary "interpreters" of services for the disabled in the sense that they will help the student take advantage of what is available. To the extent that they are able, reference librarians will give individualized assistance, including retrieving reference books from shelves. Circulation Department staff will assist in retrieving materials from the general stacks and help with photocopying.

**Reference Desk:** Ask your questions here. You can receive directions on planning a research project, have your questions answered on style manuals and learn how to navigate the Databases and Indexes. There is a Reference Librarian on duty during all the hours that the library is open. Please take under consideration that our Reference Librarians also teach research methods to classes and of course they are entitled to breaks and lunches. If your time is limited you may wish to make an appointment with a librarian.

**Periodicals Reading area:** 75 current issues of the periodicals that we subscribe to are displayed on shelves in alphabetical order. There is comfortable seating for you to read, relax and perhaps nap a little. Red booklets in the Periodicals Room contain lists that show our holdings (back issues). They will tell you the titles and the dates that we have for the paper copies, microfilm and microfiche.

**Book stacks:** Mendocino College Library uses the Library of Congress Classification System. The first five stacks contain the letters A-PZ. The broken stack closest to the Desk Top computers are the Reference Books. The half stack or Encyclopedia cases are the remainder of the Reference section. The stacks closest to the windows are the letters Q-Z. .

**Study areas:** On the outside edges of the Stacks are study tables and individual study carrels. If you choose to study with a group please keep your voices low. The library wishes to maintain a quiet area for study. This also means **PLEASE TURN OFF CELLULAR PHONES AND OTHER NOISY ELECTRONIC EQUIPMENT.** This will keep the Librarian happy and if he is happy, we are all happy.

**Special Collections:** The purpose of this collection is to preserve rare, out-of-print, autographed, or very expensive books from the wear and damage to which items in the regular circulating collection may be subjected. Books will be chosen on the basis of the following criteria:

- 1 Rarity- books from small presses, or great age, with fine bindings or exceptional illustrations, or autographed by the author.
- 2 Irreplaceable- books of exceptional quality that are no longer in print
- 3 Edition- first editions of literary works.
- 4 Cost- Books valued at \$150 or more in Books in Print or Bookman's Price Index.

The **Special Collections are housed in the Librarian's Office.** You may ask for them at the Circulation Desk.

**Restrooms and Water Fountains:** You will have to exit the library and turn right in the corridor. The restrooms are at end the very end. The drinking fountain is in the opposite direction. Please no food or drinks in the library. You may bring in a bottle of water if the cap is firmly on. Books, computers, maps and printers do not appreciate water or any other moisture.

***Interlibrary Loan:*** If you are looking for a magazine article or book that we do not have, we may be able to borrow it for you from another library. There is a \$2.00 nonrefundable fee for students for each request, payable at the time the request is submitted. Please request an ILL form at the Circulation Desk (or go to the Interlibrary Loan page of the library web site at: <http://www.mendocino.edu/mendocinocollegelibrary/illrequest.htm> ) and fill in as much information as possible. You may request up to 3 items at a time. The borrower is liable for any charges from the lending library. On the ILL request form you will find a place to set the maximum you are willing to pay for a loan. If there are any charges from the lending library, you must pay them before the material is released to you. If you request an item and do not pick it up, and there are charges, these charges will be added to your student account. All books are subject to the same rules and fines as Mendocino College Library books. If you need to request a renewal on an ILL loan, please do so before the book is due. Renewals are at the discretion of the lending library.

***Audio-Visual Department:*** The Mendocino College Audio-Visual Department is housed in the library and is primarily for faculty classroom support. Students who have projects that might need AV support should have their instructor request the equipment if it is not already housed in the classroom for their course. The AV department does the following:

Most types of audio-visual (AV) equipment are available in all major locations. Requests for AV supplies & equipment are processed as follows:

**Ukiah, Audio Visual Office** (468-3055);  
**Willits Center, Round Valley, Anderson  
Valley or Laytonville** (459-6224 or 468-3082);  
**Lake Center** (263-4944 or 468-3084).

To ensure availability of equipment or services, please submit requests for AV equipment/services 48 hours in advance. If you are using a classroom with Smart Technology, please get a key from Instruction Office for the AV cabinet. Due to limited availability of LCD/Data projectors, advanced requests are necessary. Evening equipment pickups will be at the Library Circulation Desk and evening equipment returns after 8:30pm need to be done through Campus Security at 468-3155. All AV requests should include your name, classroom location and time, and a way to contact you. A current Mendocino College ID is needed to check out equipment.

**Questions regarding AV services, such as AV aids, transparency preparation, video support, etc., should be directed to Steve Oliveria in the Audio-Visual Office (468-3055).**

***Instructional Technology Specialist:*** The Instructional Technology Specialist assists students and faculty on a number of technical issues that are supported through the library department. They are:

- Provides support for technology in the library such as our desktop terminals, laptops, the wireless network as well as library software.
- Assists students and faculty with electronic research tools and the automated catalog.
- Helps students and faculty with basic online class tech support issues such as logging in.
- Assists faculty and staff in getting and setting up intranet sites on the Sharepoint server.
- Maintains and provides tech support for student email.

Contact: (707)468-3054 or [dbushway@mendocino.edu](mailto:dbushway@mendocino.edu)

***Community Users:*** The Mendocino College Library has the Friends of the Mendocino College Library community users' library card. Get a brochure on membership or check the Friends page on the library's web site. It is typically \$25.00 a year to join.

***Contacts:***

John Koetzner, Head Librarian	(707) 468-3051 <a href="mailto:jkoetzne@mendocino.edu">jkoetzne@mendocino.edu</a>
Sandy Spencer, Reference Librarian	(707) 468-3245 <a href="mailto:sspencer@mendocino.edu">sspencer@mendocino.edu</a>
Eliza Wingate, Reference Librarian	(707) 468-3245 <a href="mailto:ewingate@mendocino.edu">ewingate@mendocino.edu</a>
George Spinias, Reference Librarian	(707) 468-3245 <a href="mailto:gspinias@mendocino.edu">gspinias@mendocino.edu</a>
Sue Thompson, Circulation & <a href="#">Reserve Books</a>	(707) 468-3158 <a href="mailto:sthompso@mendocino.edu">sthompso@mendocino.edu</a>

Hope Patterson, Cataloging & <a href="#">Interlibrary Loan</a>	(707) 468-3052 <a href="mailto:hpatterson@mendocino.edu">hpatterson@mendocino.edu</a>
Steve Oliveria, Media Specialist & Audiovisual Services	(707) 468-3055 <a href="mailto:soliveri@mendocino.edu">soliveri@mendocino.edu</a>
David Bushway , Instructional Technology Specialist & <a href="#">Technical Support</a>	(707) 468-3054 <a href="mailto:dbushway@mendocino.edu">dbushway@mendocino.edu</a>