

General Library Info

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Navigating the Library Building

Why: To know where things are in the library

How: Use this guide

The MLC Library has a variety of spaces where you will find resources, workspaces, or assistance from library staff.

Area	Where	What
Academic Success Center	Upper Level near Service Desk	Space for student-to-student tutoring.
Art Classroom	Lower Level	Prof. Berg's art classroom
Bound Periodicals	Lower Level	Older copies of magazines and journals; several issues are bound into book format. Useful if full-text articles are not available online, or for browsing historical information or pictures. Can be checked out.
Computer Lab/ Group Area	Lower Level off Makerspace/Media Center	Individual computers and group workspaces.

Current Periodicals	Upper Level	Magazines and journals from the past several months. Available for in-library use only.
Curriculum Library	Lower Level	Useful items for planning classroom lessons. Includes K-12 textbooks and teaching aids like manipulatives, puppets, and classroom games. Findable in catalog ; search <i>curriculum library math</i> , etc.
Individual and Group Study Rooms	Throughout the Library	Available on a first-come, first-served basis unless posted as reserved. Contact Mrs. Wessel to reserve a room for a meeting.
LIB 100 Classroom	Upper level past Children's Literature shelves	Classroom area on main floor of library.
Makerspace/Media Center	Lower Level near Elevator	Die cuts for cutting out shapes, large work tables, and laminating drop-off service.
Music-A/V Room	Upper Level near Circulation Desk	Music and audiobook CDs, fiction and nonfiction DVD, organ and piano music, and music study scores. Piano and organ music are indexed to match hymns and can be searched from the library's website or browsed through the printed index in the room.
Ready Reference	Reference Area	Frequently-used books, available for in-library use. Includes World Book Encyclopedia, almanacs, The People's Bible, and Luther's Works. (Additional copies of these may be available for checkout in the stacks.)

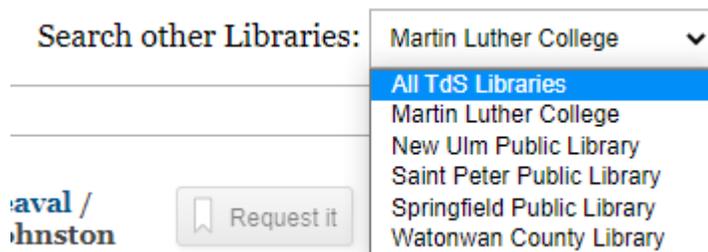
Reference Area	Upper Level	Books with short pieces of information on a variety of topics, such as encyclopedias, dictionaries, atlases, and author and historical figures sources. Items are for in-library use only.
Reserves	Circulation Desk	Items recommended by faculty for short-term (generally two-hour) in-library use. Ask someone at the Circulation Desk to retrieve reserve items for you.
Restrooms	Upper and Lower Levels	Upper level: near the stairs Lower level: near the art classroom
Service Desk	Upper Level near Entrance	Check out and return items, pay fines, check out reserve materials, get help with library use. Ring the bell for service if no one is at the desk.
Stacks	Lower Level	Main collection of books. Items are arranged according to the Library of Congress (LC) system.
Starbooks	Lower Level	Comfortable study area.

Please ask library staff if you have any questions about using the MLC Library. We are happy to help!

Our Library Catalog

Use our [library catalog](#) to search for books and other items that are located in our library building. You can also search the catalog using the first search box on the [library's main page](#).

- **Set up a password to log in to your library account.**
- Having an account allows you to **see what you've checked out, placed holds on books and get materials from other libraries, and use ebooks and audiobooks from Overdrive.**
- You can change your search to see if what you're looking for is available from **area public libraries.**



- If the item you need is checked out, or you'd like to have it sent to MLC from another library for you to check out, **use the *Request it* button.** You'll get an email when the book is ready for you to pick up.



Creating Your Library Login

After creating a library login, you will be able to request books from other libraries, place holds, renew your library materials, check out ebooks and audiobooks through Overdrive, and more.

See [instructions](#) on the MLC Library website for login information.

Using Your Library Account

[Create your library login](#), and you will have access to features including renewing your items, seeing your holds, and learning about fines you may have.

Log in to your account using your library card/MLC ID number. Then click on the Account button in the upper right-hand corner.

You can see:

- Items you have checked out, when they are due, and a button for renewing them.
- Holds you have placed on items, and a button for canceling holds you no longer need.
- Information about any overdue fines or lost item fees you owe.
- Lists that you have created using the catalog.

Interlibrary Loan

If we don't have a book on our shelves, consider using interlibrary loan (ILL) to borrow a copy from another library. There are three circles of ILL, with each requiring more time before items arrive. You should search them in this order.

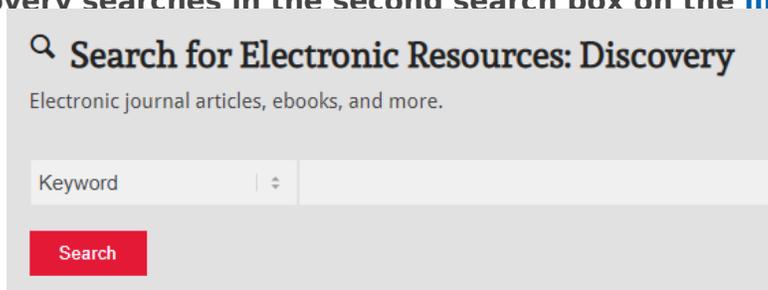
1. **TdS catalog** (or switch "Search other Libraries" in the MLC Catalog to *All TdS Libraries* or the library of your choice): South-central Minnesota public libraries. Use the *Request it* button and log in with your barcode number and [password](#). Allow 2-5 days if the item isn't currently checked out.
2. **MNLINK**: Minnesota public and academic libraries. Use *Request Item* button. Service should restart for MLC in mid-August 2020. Allow 10-14 days for items to arrive. You can also get articles through MNLINK if we don't have them in our databases. In many cases, they are delivered digitally within a few hours.
3. **Other ILL**: US libraries. Fill out the request form, and library staff will attempt to find the book for you. Allow at least two weeks for items to arrive.

What Is Discovery?

Discovery is a tool for searching most of our databases at once. This "one-stop shop" is good for basic research using articles and ebooks. Instead of searching several databases separately, Discovery searches many at a time and filters out the duplicates.

Hints for using Discovery:

- **Start Discovery searches in the second search box on the [library's home page](#).**

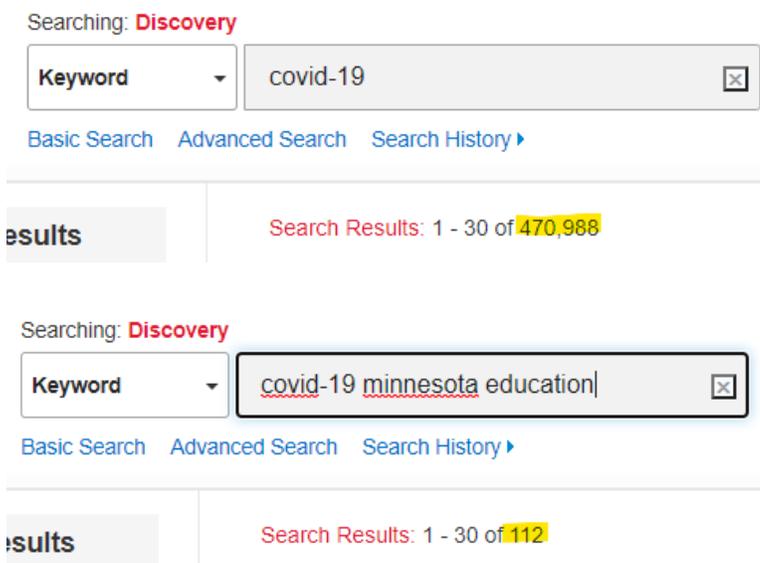


Search for Electronic Resources: Discovery
Electronic journal articles, ebooks, and more.

Keyword

Search

- **Use good search terms to narrow your subject.** The comprehensive search can produce overwhelming results if topics are too broad.



Searching: **Discovery**

Keyword

[Basic Search](#) [Advanced Search](#) [Search History](#)

Search Results: 1 - 30 of **470,988**

Searching: **Discovery**

Keyword

[Basic Search](#) [Advanced Search](#) [Search History](#)

Search Results: 1 - 30 of **112**

- **Use limiters to narrow results.** Limiters are found on the left side of the screen.
 - **Publication date**

- **Publication**
- **Language**
- **Scholarly Articles** (34-second video below)

- **Benefits and drawbacks of Discovery:**

- **Benefits:**
 - Good starting point for research
 - One-stop shopping
 - Easy to find full text articles, ebooks, etc.
 - One interface to learn and use
- **Drawbacks:**
 - Doesn't include all of our databases
 - Better for beginners than advanced researchers
 - Results can be overwhelming if topics are too broad