Where is the Muskingum College Library?

- The library is located on the hill between the college entrance and the quad, across from Montgomery and Caldwell Halls (and the fountain!).

How can I get help?

- Ask a librarian! We're ready to help with any question, simple or complex.
- Call us at (740) 826-8152 or IM us right from our homepage.
- Come visit us! During the summer, a reference librarian is available on weekdays from 8 a.m. to 5:00 p.m. Ask for us at the main desk.
- Visit the library website for great research resources and tips.

Libraries and Online Resources

**Library Website:**
http://www.muskingum.edu/home/library

**Muskingum Catalog:**
http://cat.opal-libraries.org/search~S16/X

**OhioLINK Catalog:**
http://olc1.ohiolink.edu/search/

**Tutorials**
http://www.muskingum.edu/home/library/help/tutorials.html

**Searching Help:**
http://www.muskingum.edu/home/library/find/books.html

**Locating Books:**
http://www.muskingum.edu/home/library/find/locatingbooks.html

**Subject Guides:**
http://www.muskingum.edu/home/library/subject

**Ask-A-Librarian:**
http://www.muskingum.edu/home/library/help/ask.htm

Summer Library Hours
Monday - Thursday: 8 a.m. to 9 p.m.
Friday: 8 a.m. to 6 p.m.
Saturday: CLOSED
Sunday: 1 p.m. to 5 p.m.
Welcome to the Muskingum College Library

How do I access resources from off-campus?
- When you click on a link from the library’s webpage, it will prompt you for authentication. Use your name as it appears on your ID and the 14-digit barcode number on the back of your ID.
- If you experience any problems, contact us at 826-8152 or IM us!

How can I view my account information?
- Choose ‘My Account’ from the top menu on the library homepage and use your name and the 14-digit number on the back of your ID to log in.
- Choose ‘requests’ to see the status of items you’ve requested from OhioLINK or to cancel requests.
- Choose ‘checked-out items’ to view or renew items you have checked out.

How do I get books from OhioLINK?
- Use the OhioLINK catalog to locate the books you want: http://olc1.ohiolink.edu/search/
- Choose ‘request this item’.
- Select ‘Muskingum College’ as your location.
- Authenticate with your name and the 14-digit barcode number on the back of your ID.
- OhioLINK books come in 2-3 days. We’ll email you at your Muskingum account when they arrive!

How do I print?
- You’ll need to have money on your print account. You can do this at the Business Office or at the library: http://www.muskingum.edu/home/campusresources/printbalance.html
- When you try to print from a computer, it will prompt you for your Muskingum email ID and your password. Can’t remember yours? We can give you a temporary one!

What are the library’s policies?
- Graduate students may have 100 items checked out at a time.
- They can keep Muskingum books for 10 weeks and OhioLINK books for 3 weeks. They can renew materials up to 4 times.
- There is a $.50 charge per day for overdue books. You may not check out additional items if you have more than $10.00 in fines.
- Food are drink are welcome when consumed responsibly. No open plates or uncovered drinks, please.

How do I get books from OhioLINK?
- Choose ‘request this item’.
- Select ‘Muskingum College’ as your location.
- Authenticate with your name and the 14-digit barcode number on the back of your ID.

How much does it cost to print or copy?
- Printing costs $.10 a page.
- Photocopying costs $.05 a page—no need for dimes, we take bills or even checks!

TIP
Renew your materials online in the ‘My Account’ section!

TIP
Check your print balance online at:

http://www.muskingum.edu/home/library/about/policies.html