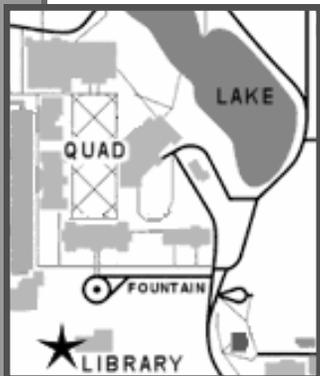## Where is the Muskingum College Library?

- 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?

www.muskingum.edu/home/library

- 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.

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

Useful Links

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

MUSKINGUM COLLEGE LIBRARY

163 Stormont St.
New Concord, OH
43762-1118

Phone: (740) 826-8152
Fax: (740) 826-8404
E-mail: library@muskingum.edu
www.muskingum.edu/home/library

Muskingum College Library

GRADUATE AND CONTINUING STUDIES STUDENT GUIDE

Research starts here!

- **How do I access the library's resources?**

- **How do I get books from OhioLINK?**

- **How can I get help?**

- **What are the library's policies?**

- **How do I print or copy?**

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 .

TIP
Renew your materials online in the 'My Account' section!

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!

- 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!

TIP
Check your print balance online at :
http://www.muskingum.edu/home/campusresources/printbalance.html

What are the library's policies?

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

- 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 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!