

## 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](http://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>



## 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?

### MUSKINGUM COLLEGE LIBRARY

163 Stormont St.  
New Concord, OH  
43762-1118

Phone: (740) 826-8152

Fax: (740) 826-8404

E-mail: [library@muskingum.edu](mailto:library@muskingum.edu)  
[www.muskingum.edu/home/library](http://www.muskingum.edu/home/library)



# 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! <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!

**TIP**  
Check your print balance online at :

## 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 and 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!