

## **Frequently Asked Questions Moorhead Campus Library**

### **Is the library opened on week-ends?**

The library is closed on weekends, school holidays, and during semester breaks.

### **What is the cost of copying materials and printing from the computer?**

Coin-operated copiers are located near the circulation desk. Students may complete their own copying for 10 cents a copy. Nickels, dimes, quarters, and dollar bills are accepted in the machine. There is no cost for printing materials that are accessed on a computer as long as the number of sheets printed is minimal.

### **May a student use a wireless laptop in the library?**

The library is wired for wireless laptop use.

### **Who may use the library?**

Students are required to show a valid MDCC ID card to enter the Library and check out Library books and DVD's. Non MDCC patrons must receive permission from a Librarian to enter the Library. All High School/Junior High School students must be accompanied by a parent or their instructor. MDCC students may check out books in their names only.

Any non-MDCC affiliated patron:

- must show a valid ID that has his name and picture on it;
- must sign in;
- may only use the computers in the circulation area;
- and may not check out any books, periodicals, audio visuals or supplies.

Children under 6th grade age are not allowed in the library.

Children will not be allowed to wait in the lobby area unattended.

Adolescences in grades 7-12 may use the MDCC Library. These students should be accompanied by an adult 21 or older who will stay with the student at all times. Computer use by these students will be allowed only in the circulation area. These students may not check out any books, periodicals, audio visuals or supplies.

Former MDCC students are allowed to use the library if they present a valid Driver's License or current college ID. They may not check out any books, periodicals, audio visuals or supplies.

### **Is there an area for group study?**

Special study areas and rooms are available for group study. To use a study room a librarian and be prepared to leave your ID at the Circulation Desk.

### **For how long may a book be checked out?**

Books may be checked out and returned at the Circulation Desk in the Circulation Area of the library. Books may be checked out for a period of 14 days. If not needed by another student, an item may be renewed for another 14 days. In order to renew a book, the book must be brought back to the library.

**What is the library's DVD checkout policy?**

DVDs may be checked out for a three (3) day viewing period at the Circulation Desk. Students are allowed to check out two (2) movies at a time. Friday, Saturday, and Sunday are not counted in the three day period. There is no charge for checkout. The late charge is \$1.00 per day after the due date. After 14 days, the student will be charged full replacement cost, a processing fee plus the overdue fine. The charge for a damaged DVD is the full replacement cost plus a processing fee.

**What is the charge for overdue materials?**

A fine of ten cents a day per book will be charged for overdue books if paid when the items are returned. No fines will be charged for days on which the library is closed.

**How does a student obtain a database password?**

To obtain a password for off-campus database use, students should contact a librarian at 662-246-6380.

**What are the hours of operation for the computer lab?**

The hours of operation during regular term are Monday – Wednesday 7:30 a.m. – 9:00 p.m. Thursday 7:30 a.m. – 5:00 p.m. Summer hours are 7:30 a.m. – 5:00 p.m.

**Can a student check his personal e-mail in the library?**

Personal email should be viewed only in the library email center.