**LIBRARY FAQs**

Here are the answers to some questions that are frequently asked about the Mesabi Range College Library. If your question isn’t answered here, please email your question to us at MRLibrary@mr.mnsu.edu

<table>
<thead>
<tr>
<th>Accessing Databases</th>
<th>Do I have to be in the Library to access the Research Databases?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Can Alumni and Community Patrons use Library Databases?</td>
</tr>
<tr>
<td>Borrowing Library Materials</td>
<td>How many books can I check out and for how long?</td>
</tr>
<tr>
<td></td>
<td>How many DVDs or videos can I check out and for how long?</td>
</tr>
<tr>
<td></td>
<td>Can newspapers and magazines be checked out?</td>
</tr>
<tr>
<td></td>
<td>How can I get a book or DVD if it is checked out by someone else?</td>
</tr>
<tr>
<td>Collections</td>
<td>How are the Mesabi College Library collections organized?</td>
</tr>
<tr>
<td></td>
<td>What different collections can I find in the Library?</td>
</tr>
<tr>
<td>Computers</td>
<td>Does the Library have a computer lab?</td>
</tr>
<tr>
<td></td>
<td>Can anyone use the Library computers?</td>
</tr>
<tr>
<td>Copy or Fax Machine</td>
<td>Does the Library have a copy machine for student use?</td>
</tr>
<tr>
<td></td>
<td>What about a Fax machine?</td>
</tr>
<tr>
<td>Employment in the Library</td>
<td>Can I apply for a job in the Library?</td>
</tr>
<tr>
<td></td>
<td>What are the work hours and the rate of pay?</td>
</tr>
<tr>
<td>Food &amp; Beverages</td>
<td>Are food and beverages allowed in the Library?</td>
</tr>
<tr>
<td>Full-Text Articles</td>
<td>Where do I access full-text magazine, journal and newspaper articles?</td>
</tr>
<tr>
<td></td>
<td>What if I cannot find the articles I want in Full-Text?</td>
</tr>
<tr>
<td>Headphones</td>
<td>Do I need to use headphones with the Library computers?</td>
</tr>
<tr>
<td></td>
<td>What if I don’t have any headphones of my own?</td>
</tr>
<tr>
<td>InterLibrary Loan</td>
<td>How do I order resources from another library?</td>
</tr>
<tr>
<td></td>
<td>How long does it take to get something through ILL?</td>
</tr>
<tr>
<td></td>
<td>What does the InterLibrary Loan service cost?</td>
</tr>
<tr>
<td>Journals</td>
<td>What magazine and journal titles does the Library have in its collection?</td>
</tr>
<tr>
<td>Laptops</td>
<td>Does the Library loan or rent laptops to students?</td>
</tr>
<tr>
<td></td>
<td>Can I use my own laptop in the library?</td>
</tr>
<tr>
<td>Late Fees</td>
<td>Will I be charged a fine or a late fee if I bring my Library materials back late?</td>
</tr>
<tr>
<td>Library Cards</td>
<td>How do I get a Library card?</td>
</tr>
<tr>
<td></td>
<td>Can anyone get a Mesabi College Library account?</td>
</tr>
<tr>
<td></td>
<td>Do I have to bring my Library card with me when I check out Library materials?</td>
</tr>
<tr>
<td>Library Password</td>
<td>How do I know what my Library Password is?</td>
</tr>
<tr>
<td>Lost Library Materials</td>
<td>What happens if I lose a Library book or other materials?</td>
</tr>
<tr>
<td>Newspapers</td>
<td>What newspaper titles does the Library have in its collection?</td>
</tr>
<tr>
<td>Overdues</td>
<td>What happens if my Library materials are overdue?</td>
</tr>
<tr>
<td>Printing</td>
<td>Can I print from the Library computers?</td>
</tr>
<tr>
<td></td>
<td>Is there a color printer in the Library?</td>
</tr>
</tbody>
</table>
**Renewing Materials**  
Can I renew my Library material on the Web?  
Can I renew my Library materials by phone?

**Reserves**  
My instructor put something “On Reserve” – what does that mean?  
Can I take Reserve materials home overnight?

**Scanning**  
Is there a scanner that I can use in the Library?

**Server Space**  
Can I save my research and coursework on the Library computers?

**Study Rooms**  
Does the Library have study rooms for quiet or group study?

**Textbooks**  
Does the Library have the textbook I need for my class?

**Videos and DVDs**  
Where can I watch DVDs and videos in the Library?  
Can I watch my own DVD’s or videos in the Library?

**Wireless**  
Does the Library have a wireless network for using my laptop?

---

### Accessing Databases

**Do I have to be in the Library to access the Research Databases?**  
The Library’s databases are accessible from anywhere that you have Internet access, including on the MRC campus. However, you must be a Mesabi Range College Library patron with a valid Library account. Access from off-campus is available via the Library’s proxy server and you will be asked to log in with your Library barcode and password in order to use the databases.

**Can Alumni and Community Patrons use Library Databases?**  
Yes, the databases are accessible by students, staff, faculty, alumni and community patrons as long as the patron holds a valid Mesabi Range College Library card.

### Borrowing Library Materials

**How many books can I check out and for how long?**  
Patrons can check out as many books as they like at one time for 3 weeks, and renew them for another 3 weeks if they have not been requested by another borrower. See Materials Checkout for more details.

**How many DVDs or videos can I check out and for how long?**  
Any audiovisual item (DVD’s, videos, audiobooks, CDs) can be checked out for only 1 week. Those items must come back after 1 week – there are no renewals on AV items. See Materials Checkout for more details.

**Can newspapers and magazines be checked out?**  
Magazines and academic journals can be check out for 1 week. They can be renewed for an additional week if you need more time. See Materials Checkout for more details.

**How can I get a book or DVD if it is checked out by someone else?**  
If you are searching the MnPALS catalog and find that the item you want if already checked out, you can place a hold on that item. Placing a “hold” will put you next on the list to receive that item once it is returned. Once the item comes back we will notify you that it is available and being held for you. You will have one week to pick up your item before it is put on the shelf for general circulation.
Collections

How are the Mesabi College Library collections organized?
The Mesabi Range College Library organizes its resources using the Dewey Decimal System, similar to most Public and School libraries.

What different collections can I find in the Library?
While most books are found in the Mesabi Range College Library’s “General” collections, we also have several special collections such as Fiction, Art, Maps/Atlases, Native American Resources, Careers, Faculty Resources, and Audiovisual (DVDs, videotapes, audiobooks and CDs).

Computers

Does the Library have a computer lab?
The MRC Library has 19 computers available for use by registered Mesabi Range College students.

Can anyone use the Library computers?
Computer access in the Library, as in any other MRC Computer Lab, is restricted to use by registered students only who must log in with their student ID and password. Community patrons may register for a “Computer /Internet Access card”. Click here for more details about this card for Community patrons.

Copy or Fax Machine

Does the Library have a copy machine for student use?
The Library does have a photocopy machine available for use by registered students only. The photocopier is located at the Library Circulation Desk and is provided as a convenience for students. Copies are limited to 5 and students must follow the posted Copyright Compliance guidelines. Faculty and staff are expected to use the College photocopiers which require an access code. There is not a “pay per copy” photocopier for public use in the Library.

What about a Fax machine?
The Library does not have a fax machine available for student or public patron use.

Employment in the Library

Can I apply for a job in the Library?
The MRC Library can only hire those students who are eligible for the Work Study Program under their Financial Aid Award package.

What are the work hours and the rate of pay?
Every year we hire 6-8 eligible student workers for daytime and evening hours. Most students can work up to 8 hours a week. The work schedule is tailored around the student’s class schedule. The rate of pay is determined by the Financial Aid Department, generally it is the minimum wage set by the Federal government. We employ those students who are dependable, responsible and have good customer-relations skills. If you are eligible and interested in working for the MRC Library, please stop in and see us for more details!

Food & Beverages

Are food and beverages allowed in the Library?
Yes, beverages are allowed if they are bottled or in a covered container. Light snacks are also allowed; but no meals or messy foods. Students must clean up after themselves so that we can continue to enjoy this privilege in the Library!
Full-Text Articles

Where do I access full-text magazine, journal and newspaper articles?
The MRC Library has access to thousands of magazine, journal and newspaper articles in full text, either electronically or in print. The links to our Research Databases can be found on the Library Web page under the heading “Research Tools”. If you are accessing the databases from an off-campus computer, you will be asked to log in with your 14-digit Library barcode and your password.

What if I cannot find the articles I want in Full-Text?
While our online databases contain thousands of full-text articles, you may retrieve some entries that are citations or abstracts only. If you would like to get these articles in full text, you can request them via our InterLibrary Loan (ILL) service. Click here for more information about obtaining full text articles via ILL by using the information found in a citation or abstract.

Headphones

Do I need to use headphones with the Library computers?
Yes, all patrons are required to use headphones when using audio on the Library computers. The Library is a “Quiet” area and using headphones is a courtesy to the others who may be working near you.

What if I don’t have any headphones of my own?
Headphones may be checked out at the Circulation Desk for a 2-hour “in-Library” use only. You must present your MRC Library card to check out headphones. You can purchase your own set of headphones in the MRC Bookstore for only $6.99.

InterLibrary Loan

How do I order resources from another library?
If you cannot find the resources you need in the MRC Library, you may find what you are looking for by searching the collections of all the libraries in our MnPALS group. If you find something in another library and would like to request it via ILL, simply click on the record for that item. Follow the link to “log in” to open you account with your 14-digit Library barcode and your Library password, and then “Request” the item. A loaning library will fill your request and ship the item to us for pick-up within 3-5 business days. You will receive a notice that your requested item is at the MRC Library Circulation desk. You will have one week to retrieve your request. When you are done with the item, or when it reaches its due date, simply bring the item(s) back to us and we will return them to the loaning library for you! Here is more information about our InterLibrary Loan service...

How long does it take to get something through ILL?
An InterLibrary Loan (ILL) request usually takes 3-5 business days to process but, depending on which Library is loaning your item, it may take as little as 2 days or in rare instances as much as 10 days. 95% of our requests are processed and received in the 3-5 day time frame.

What does the InterLibrary Loan service cost?
The MnSCU system picks up the cost of the InterLibrary Loan service, so the service remains free for students and other MRC Library patrons! However, you will be charged the replacement cost by the Loaning Library for any ILL items that you borrow from them and lose, fail to return, or return damaged. There is also a $5 per item service fee if you request items and fail to pick them up when they arrive...So, please avoid these fees by picking up any requested ILL items that are delivered here under your Library account!
**Journals**

What magazine and journal titles does the Library have in its collection?
A complete list of the magazines and journals that the MRC Library holds in print can be found on the Library Web page under the heading “Research Tools”. Click on the link that says “Library Periodicals”. The list will show the titles, the date range held for each title, and also the online link to the electronic databases that carry that magazine or journal title as well.

**Laptops**

Does the Library loan or rent laptops to students?
No, the Library does not rent laptops or have them available for checkout for students at this time.

Can I use my own laptop in the library?
Yes! The MRC Library is set up for wireless Internet access anywhere in the Library. We have recently added over a dozen new electrical connections so you can plug in and power up your laptop, iPod, cell phone or other electronic devices.

**Late Fees**

Will I be charged a fine or a late fee if I bring my Library materials back late?
No, the MRC Library no longer charges fines or fees for late returns on Library resources. However, you will be charged the Replacement Cost plus a Service Fee for each and every item that you lose, fail to return or return damaged. See “Lost Library Materials”. These costs and fees add up!! Failure to pay the Replacement Cost will put you into Collection, will affect your Financial Aid awards, can be deducted from your Federal income tax refund and will void your Library privileges throughout the MnPALS system. Please be responsible when borrowing materials from the MRC Library.

**Library Cards**

How do I get a Library card?
Come to the Circulation Desk in the MRC Library. If you are a registered student, you will be in our computer system and it takes only 30 seconds to create your Library account. Community Patrons need to bring along some form of identification and have their Social Security number on hand in order to get an MRC Library Card.

Can anyone get a Mesabi College Library account?
We issue MRC Library cards to students, Faculty, staff and Community Patrons. The borrowing privileges for Community Patrons will not allow for checkout of Reserve materials or other course-held resources.

Do I have to bring my Library card with me when I check out Library materials?
Yes, all patrons are required to present their Library Card at the Circulation Desk when checking out Library materials. If you forget to bring your card, please be prepared to show another form of valid ID.

**Library Password**

How do I know what my Library Password is?
When your Library card is assigned to you, the Password for your account is automatically set to be your last name. If you would like to change your password, simply click the MnPALS Plus link on the Library Web page and go to My Account. There you will find the option to change your Library Password to something else. For security reasons, patrons should not share their Library barcode or Password with anyone!
Lost Library Materials

What happens if I lose a Library book or DVD?
If you lose, fail to return or damage an item, you will be charged the Replacement Cost plus a Service Fee for each and every item. These costs and fees add up!! Failure to pay the Replacement Cost will put you into Collection, will affect your Financial Aid awards, can be deducted from your Federal income tax refund and will void your Library privileges throughout the MnPALS system. Please be responsible when borrowing materials from the MRC Library.

Newspapers

What newspaper titles does the Library have in its collection?
A complete list of the Newspapers that can be found in print in the MRC Library is located on the Library Web page under “Research Tools”. Click on the link for “Library Newspapers”. We hold a one-year back file of the newspaper titles shown there. There are also online links for the electronic versions of some Newspapers.

Overdue Materials

What happens if my Library materials are overdue?
If an item is Overdue, you will receive a courtesy reminder from us that your item needs to be returned. Once an item is Overdue, it cannot be renewed, so please remember if you need more time on a book or magazine, you must renew these materials online BEFORE their due date. Audiovisual items cannot be renewed and must be returned when their one-week loan period is due. Click here more information on materials check out and renewals.

Printing

Can I print from the Library computers?
Yes, all 19 Library computers are directed to just one Library printer. Wireless laptops however are not directed to a printer. Only registered MRC students have print privileges in the Library computer lab. The number of pages that students can print is set by the MRC Technology department.

Is there a color printer in the Library?
No, sorry – the Library is not equipped with a color printer.

Renewing Materials

Can I renew my Library material on the Web?
Yes, patrons can renew MRC Library books and magazines on the Web by going into MnPALS Plus and clicking on the link for My Account. You will need to log in with your 14 digit Library barcode and your password. Go to the tab for Checked Out Items. Click on “Renew This” for each title you would like to renew. Your new due date will display for that item. Remember, Books and magazines can be renewed only once.

Can I renew my Library materials by phone?
We encourage patrons to do their own renewals online via MnPALS Plus. However, if you call us to renew a book, please have your Library account number ready as well as the titles of the items you wish to renew.

Reserves

My instructor put something “On Reserve” – what does that mean?
Reserve materials can be Library-owned or instructor-owned materials that your instructor sets aside for use by students in his class. They are kept in the Library and can be checked out by students in that class on a “2-hour in-
library use only” basis. Students must present their MRC Library card in order to use Reserve materials, even though those items do not leave the Library.

Can I take Reserve materials home overnight?
Reserve materials are allowed on a 24-hour Overnight checkout only if allowed by your instructor. Once you have your instructor’s written permission to take a Reserve item home, we will check it out as an Overnight loan. Those Reserve items must be returned as early as possible the next day so they are available for other students in that class.

Scanning

Is there a scanner that I can use in the Library?
No, the Library does not have a scanner for student use. Please contact someone in the MRC Technology Department and they will direct you to a scanner for use in their area.

Server Space

Can I save my research and coursework on the Library computers?
Yes, students can save their work to the MRC server from Library computers. Contact the Technology Department if you have problems with saving your files.

Study Rooms

Does the Library have study rooms for quiet or group study?
Yes. In the Library students can use room L119 (the Native American Resource Room) as a small, quiet study room. It seats 2-3 people, has a VCR/DVD player, and offers a more private space for study or tutoring. Room L122, just off of the Learning Center, can be used as a large group study room. It accommodates 4-10 students, has several large work tables, a white board, a computer and a VCR. It also serves as a Presentation Practice room where students can work on their presentations without disturbing other patrons.

Textbooks

Does the Library have the textbook I need for my class?
The Library does not purchase textbooks for classes or college programs. However, many instructors leave a copy of your textbook on Reserve in the Library (see “Reserves”). If your textbook is not currently on Reserve, speak to your instructor about placing an extra copy or “desk copy” in the Library.

Videos and DVDs

Where can I watch DVDs and videos in the Library?
The Library has several TV/VCRs and TV/DVD players available in the Library. Headphones are required and can be checked out at the Circulation Desk with your Library card.

Can I watch my own DVD’s or videos in the Library?
Yes, please feel free to bring in your own DVD or video and use the Library equipment for viewing. Headphones are required and can be checked out at the Circulation Desk with your Library card.

Wireless

Does the Library have a wireless network for using my laptop?
Yes! The MRC Library is set up for wireless Internet access anywhere in the Library. We have recently added over a dozen new electrical connections so you can plug in and power up your laptop, iPod, cell phone or other electronic devices.