

Community User Information

REGULAR HOURS

Monday – Thursday:	7:30 A.M. – 12:00 MIDNIGHT
Friday:	7:30 A.M. – 6:00 P.M.
Saturday:	10:00 A.M. – 8:00 P.M.
Sunday:	2:00 P.M. – 12:00 MIDNIGHT

Summer Vacation Hours

Monday & Wednesday:	8:00 A.M. – 8:00 P.M.
Tuesday, Thursday & Friday:	8:00 A.M. – 5:00 P.M.
Saturday & Sunday:	CLOSED

IMPORTANT LIBRARY PHONE NUMBERS

Circulation Desk: x3860
Reference Desk: x3910

BORROWING PRIVILEGES

In addition to its own current faculty and staff, Messiah College is pleased to extend borrowing privileges to the following community users:

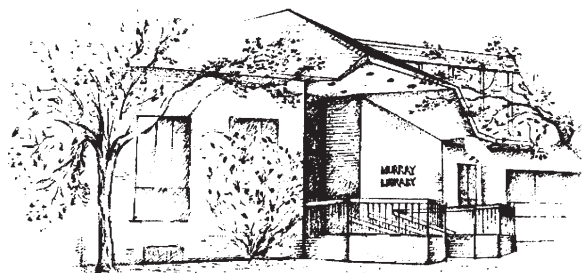
- Faculty, staff and students from ACLCP member colleges (with a photo ID from their institution)
- Friends of the Messiah College Library (with membership cards or from membership roster)
- Alumni with an alumni card (issued by Falcon Services)
- Visiting faculty members (while they are on campus)
- Clergy (with identification)
- Pathways Institute members (with identification)
- Evangelical School of Theology faculty and students (with identification)
- Other community patrons, area high school students (14 and older), and non-ACLCP college students upon payment of a \$25.00 annual fee (see “Registration fee” below)

REGISTRATION FEE

There is a \$25 annual fee to register as a Community Reader at the Library. This yearly fee extends all Community Reader privileges to your immediate family and is transferable, making additional registrations unnecessary. Registration fees—*payable by check only*—are accepted at the Circulation Desk in the Library during regular and vacation hours (listed above). Alumni and other groups may have the fee waived with proof of their status.

MESSIAH COLLEGE PHOTO ID CARD

After registration at the Library, all Community Readers should obtain a Messiah College Photo ID card from the Falcon Services Office located on the second floor of Eisenhower Campus Center. At that time, a debit card account may be established as well, which will allow the patron to use photocopiers without needing coins. For details, call Falcon Services at (717) 691-6052.



MURRAY LIBRARY
MESSIAH COLLEGE – Box 3002
GRANTHAM, PA 17027
(717) 691-6006
WWW.MESSIAH.EDU/MURRAYLIBRARY

USE OF PHOTOCOPIERS

The Messiah College Photo ID card may be used in the Library's photocopiers and microform printers, in all other photocopiers on campus, in all campus vending machines, and at sales locations. Photocopies made with the ID card on the photocopiers cost 5 cents each; copies made on the microform printers cost 10 cents each.

CIRCULATION OF MATERIALS

Loan Periods/Renewals/Recalls

Books have a 21-day loan period and may be renewed for an additional 21 days. Any book is subject to recall after the initial loan period, requiring return within 3-5 days.

Loan Policies

<i>Resource</i>	<i>Location</i>	<i>Loan Period</i>
Books	Main Book Stacks	21 days
Juvenile Books	Main Book Stacks	21 days
Curriculum Materials	Main Book Stacks	21 days (summer only)
Sound Recordings	Listening Room	Library use only
Videorecordings	Media Services	Library use only (2 hours)
Periodicals, Magazines	First Floor	Library use only
Reference	First Floor	Library use only

Note: Certain types of materials do not circulate to community patrons.

Fines

When a library item becomes overdue, the borrower has 21 days to return the item before a fine is charged. If the item is not returned after this period, a fine of \$10 per item is charged. The borrower has an additional 30 days to return the item before being billed for replacement of the item.

ELECTRONIC CATALOG AND DATABASES

The Library's online catalog provides entries for the materials in the Library's collection. It includes the following: books, videos, sound recordings, periodicals, curriculum materials. Access to the online catalog is available from PCs in the library and on campus via the campuswide network. Off-campus users can access the online catalog from the Library home page (<http://www.messiah.edu/murraylibrary>).

The Library also offers a variety of online indexes and abstracts that provide bibliographic and some full-text access to journal and magazine articles in a wide range of subjects. Academic Search Premier, which provides full-text articles from over 3600 periodicals, and many other indexes covering different subject areas, are available from the Library home page. A complete list of the indexes and abstracts is available from the Library home page (under "Databases/Find Articles"). Due to licensing restrictions, the online indexes and abstracts can only be accessed on campus.

REFERENCE SERVICE

Reference assistance is primarily provided at the Reference Desk. Telephone reference assistance, generally for simpler information requests, is available by calling (717) 691-6006 x3910.

SERVICES NOT OFFERED

We regret that the Library is unable to offer the following to Community Users:

- FAX service (sending)
- Interlibrary Loan service (including E-ZBorrow)
- Mediated literature searching (e.g., Dialog)