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
From Off Campus: 717.691.6006

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. Please note that Falcon Services charges a $5.00 fee for a photo ID card. For details, call Falcon Services at (717) 691-6052.
**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 6 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**

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

*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 60 days from the due date 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 Complete (available from the Library home page under “Quicklinks”) provides full-text articles from over 5500 periodicals. Many other indexes cover different subject areas. A complete list of these indexes and abstracts is available from the Library home page (under “Find...Articles/Databases/Subjects”). 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
- Interlibrary Loan service