

# Mott Library Services for Mott Community College Employees



**Mission:** The Mott Library provides access to reliable information and expert services that support student and lifelong learning in a welcoming environment.

**Library general phone numbers:**

Circulation Desk        762-0403  
Reference Desk         762-0411  
Directory & Hours      762-0400  
Library Administration 762-0408

**Mott Library Web Page:** [library.mcc.edu](http://library.mcc.edu)

Add a link to your Blackboard course(s) to quickly connect students to the library's website.

**Library Catalog:** PALnet (Public and Academic Library Network) lists holdings owned by the Mott Library, as well as those of network member libraries, including Kettering University and Baker College.

**Borrowing Privileges:**

**Books:** All faculty may borrow most books for a semester. Books may be subject to a recall after three weeks if the library receives another user request. Faculty members should have their MCC ID to check out books.

**MeLCat and Interlibrary Loan:** Faculty members may request materials from other libraries using MeLCat, a cooperative network of over 400 Michigan libraries or by submitting an Interlibrary Loan request to the Mott Library. Circulating items in the library catalog owned by an PALnet library can be requested by using the “place hold” link. You will need to provide the 14 digit number from your Mott ID card. Links to MeLCat and the ILL request form can be found on the library website.

**Southern Lakes, Northern Tier and Lapeer:** Faculty may request books to be sent to the site through the “place hold” request in the catalog. Only Mott Library books can be sent to these locations. All other items, including ILL and MeLCat requests must be picked up at Mott Library. Mott Library does provide access to a wide variety of online resources, including ebooks.

**Reserve Materials:** To allow student access to supplemental materials, faculty may put items on reserve at the Circulation Desk. These items could include, but are not limited to, books, sample term papers, practice tests, and videos. All items must comply with current copyright laws. Reserves requests should be sent to the Circulation Librarian. Please allow sufficient time to process the request. An online form is available at [library.mcc.edu/FacultyReserves](http://library.mcc.edu/FacultyReserves) or call the Circulation Librarian at 762-5649.

**Library Orientations:** Students benefit when faculty schedule library orientations for their classes. Librarians work with faculty to customize a session for a specific project or research paper, or a more general session can be provided. This is a wonderful opportunity to introduce students to a valuable and useful campus resource. To schedule an orientation, call the Reference Desk at 762-0411. Allow for 48 hours advance notice when requesting an orientation. Plan for an orientation session to last from 40-60 minutes depending on the content covered. We can provide a library orientation in our library classroom, ML 2003, your classroom, or one of the library's computer labs. Library orientations can also be conducted at any of MCC's satellite locations.

**Online Resources:** The following overview contains some of the databases available. This is subject to change. To navigate to these pages, click on the tab, Online Resources. These resources are also available off campus by logging in with your MCC ID number and library barcode.

**JSTOR:** JSTOR includes scholarship published in over one thousand of the highest-quality academic journals across the humanities, social sciences, and sciences, as well as monographs and other materials valuable for academic work.

**Gale Virtual Reference Library:** Database of encyclopedias, almanacs, and both general and specific reference resources for history, medicine, biography, criminal justice, and multicultural research.

**Films on Demand:** Comprehensive collection of over 8000 high-quality educational videos. The videos cover a wide range of topics organized into multiple broad subjects, from such producers as PBS, BBS, History Education, NOVA, CNN, and more.

**Communication Source:** Provides the most comprehensive, quality research solution in areas related to mass media and communication disciplines. Offers abstracts and indexing as well as full-text content from publications worldwide pertaining to Communication, Linguistics, Rhetoric and Discourse, Speech-Language Pathology, Media Studies, and other relevant fields.

**Criminal Justice Abstracts with Full Text:** Includes articles from over 270 magazines and journals covering essential areas related to criminal justice and criminology. Topics include criminal law and procedures, corrections and prisons, police and policing, criminal investigation, forensic sciences and investigation, history of crime, substance abuse and addiction, and probation and parole.

**CINAL Complete (Cumulative Index to Nursing and Allied Health Literature):** Comprehensive source of full text nursing and allied health journals. It is the definitive research tool for all areas of nursing and allied health literature.

**LibGuides:** Mott Library has a series of LibGuides ([libguides.mcc.edu](http://libguides.mcc.edu)) to help students select appropriate library materials for assignments in specific subject areas and courses. If you would like a LibGuide created for your course, please contact the Reference Desk at 762-0411.

[The New Faculty LibGuide](#) highlights services of interest to new faculty, including how to reserve computer labs located in the library, how to place items on Course Reserve, how to schedule a library orientation for your students, and how to find books and articles.

**[LibChat & LibAnswers:](#)** Mott Librarians are available to answer reference questions online via a virtual chat service during open library hours. LibAnswers allows users to email or text questions to the librarians. Connect using the "Get Help" button on the library's website.

**Other collections:** In addition to our print Reference collection and heavily used non-fiction and fiction collection, Mott Library also offers the following collections:

- Graphic Novels
- Paperbacks (purchased with College Life Enhancement Funds)
- Children's Literature
- Young Adult
- New Adult
- Popular print magazines
- Newspapers
- Print Journals
- Audiobooks
- Blues Collection – books and compact discs

**Materials Suggestions:** If you would like to recommend the purchase of a book or request a publication to be considered for the collection, email as much information as possible and the library staff will do the rest. We will let you know when the item is ready for use or if the publication will be added to the collection.

**Presentation Practice Room, ML 2004:** The Presentation Practice Room is available to MCC employees and students. Users can create, practice and record themselves giving a presentation, and the recording can be played back and saved. The room can be reserved in advance for two-hour blocks, and renewals and walk-in use are allowed if the room is not reserved. To reserve the Presentation Practice Room, call the Mott College Library Circulation Desk at 762-0403.

**Faculty & Staff Reading Room, ML 3008:** The reading room is a comfortably furnished room with materials from three special collections: the Center for Teaching and Learning (CTL) collection, the Supervisory & Management Union (S&M) professional development collection, and college teaching materials from the library's collection. The books may be checked out by MCC employees at the library circulation desk on the first floor. This quiet room also is a great place to read and think.

**Keep up-to-date with Library News:** Like us on Facebook, <http://www.facebook.com/MottLibrary>, to keep up with the latest news about Mott Library's resources and services. We also publish a regular monthly newsletter during the Fall and Winter semesters released through the MCC4Me portal.

**Friends of the Mott Library:** The Friends of Mott Library work together to promote the library on campus and in the community, assist the library by volunteering time and talents, provide funds for special projects, purchase new equipment and books, strengthen the commitment to life-long learning, and enhance library services for students and community patrons. You can join the Friends through the MCC Foundation annual appeal or contact Kathleen Goodrow, 762-0408. Some of the projects the Friends have supported include:

- Baker & Taylor Bestsellers Collection
- Purchase of audiobooks
- Book purchases to honor MCC Retirees
- Lobby renovation of Mott Library
- Author visits