

## Mott Library Services for Mott Community College Employees

[library.mcc.edu](http://library.mcc.edu)



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

### Check out materials

[library.mcc.edu](http://library.mcc.edu), click on Library Catalog

Mott Library owns over 50,000 books, including both academic and popular materials. Staff and part-time faculty can borrow up to 10 books at a time for three weeks, with the option to renew. Full-time faculty can borrow up to 10 books at a time for the semester, with the option to renew. To check out materials from our collection, go to the Circulation Desk and show your MCC employee ID and your photo ID.

### Read materials in the building

The library subscribes to local newspapers and a variety of magazines and academic journals. These materials cannot be checked out, so they are always available for users.

### Visit the 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.

### Borrow materials from other libraries

[library.mcc.edu](http://library.mcc.edu), click on Interlibrary Loan link in Faculty & Staff column

If our library does not own something you need, we can request it from another library.

- **Intraloan:** We share our library catalog with Baker College and Kettering University. You can request items from these libraries to be delivered to our library, or you can borrow items in person with your MCC employee ID.
- **MeLCat:** We participate in a statewide resource sharing program called MeLCat. You can search for items on the MeLCat website, <http://elibrary.mel.org/search>, log in using your 14-digit barcode located on your MCC employee ID, and request items to be sent to Mott Library for you to check out.
- **Interlibrary Loan (ILL):** If you cannot find an item through Intraloan or MeLCat, we can request it from another library in the United States using our traditional ILL service. Typically ILL is used to locate hard to find journal articles.

### Access online resources

[library.mcc.edu](http://library.mcc.edu), click Online Resources button

Online Resources includes online encyclopedias, full-text article databases, e-books, and more. To search the online resources, go to the library website, [library.mcc.edu](http://library.mcc.edu), and click on **Online Resources**. If you are off campus, when you click on a specific resource, you will be prompted to type in your 14-digit barcode located on your MCC employee ID. Learn more about our online resources on our LibGuide about Online Resources, <http://libguides.mcc.edu/content.php?pid=241826>.

## Get Research Help

[libguides.mcc.edu/](http://libguides.mcc.edu/)

LibGuides are online research guides created by our librarians to help users find books, articles, media and other resources on a specific subject or topic. The New Faculty LibGuide, <http://libguides.mcc.edu/content.php?pid=238299>, 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.

## Get Help from a Librarian

[library.mcc.edu](http://library.mcc.edu), click Get Help button

The Mott Library staff is available to answer questions about library services and to provide assistance with library resources in person, by phone, and by email or text message. Use our LibAnswers service, [libanswers.mcc.edu](http://libanswers.mcc.edu), to ask a question online or browse the previously answered questions.

Library general phone numbers:

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

## 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.

## Use the Presentation Practice Room, ML 2004

[http://www.mcc.edu/library/lib\\_study.shtml](http://www.mcc.edu/library/lib_study.shtml)

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.

## Join the Friends of Mott Library

[http://www.mcc.edu/library/lib\\_friends.shtml](http://www.mcc.edu/library/lib_friends.shtml)

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.