

MCCC UNIVERSITY CENTER LIBRARY SERVICES

LIBRARY IDENTIFICATION CARDS

MCCC University College students can show their MCCC/Rutgers, MCCC/William Paterson, MCCC/Felician or MCCC/Fairleigh Dickinson current student ID card to become a borrower of the MCCC Libraries.

DELIVERY OF LIBRARY RESOURCES BETWEEN LIBRARIES

Resources will be delivered between home institution libraries using the currently contracted statewide interlibrary delivery service. MCCC currently receives services 3 days per week.

LIBRARY SERVICES AND RESOURCES FOR UNIVERSITY COLLEGE STUDENTS

The following are operational procedures and policies related to access and borrowing of MCCC resources:

- ✓ University College students may borrow books, including textbooks, and media from the shelves in either the West Windsor Campus or James Kerney Campus libraries. Textbooks are for use in the library only and do not circulate under any conditions. NOTE: Requests for the use of a resource by an MCCC currently enrolled student or current faculty member will result in an immediate recall for the item(s).
- ✓ Upon sending a third overdue notice for an MCCC resource, the University College student's borrowing privileges will be suspended until the item(s) is returned. Privileges will be returned once the item(s) are returned. Once an item is declared lost, the student is responsible for repayment which is the current cost of the book + \$5 processing fee.
- ✓ No fines are charged for overdue items.
- ✓ University College students are allowed to use MCCC library databases in the library. By vendor agreement, remote access to databases is only available via the student's home institution.
- ✓ University College students may use the Library Computer Lab unless a current MCCC student needs a seat. University College students will be asked to vacate their seats for MCCC students until another vacant seat is available.
- ✓ WiFi access is available for all University College students.
- ✓ University College students may use the expertise of MCCC reference librarians, but MCCC librarians will encourage students to consult with librarians at their home institutions first.
- ✓ MCCC recognizes all University College students regardless of their legal domicile: in-county or out of county.

- ✓ University College students may use the MCCC library group study rooms but must provide immediate access to the room if current MCCC students need access to a group study room when no rooms are available. NOTE: The following rules apply to the use of, and access to group study rooms.
Rooms are available for two-hour study periods and at least three people must be in the study group at the time of the request.
The University College borrower's access card is required for use of the group study room.
Group study rooms are available on a first-come, first-served basis.
- ✓ If a University College student wants a County book, he/she must either 1) go to the County library branch and get a borrower's card – **IF HE/SHE** lives in a town served by the County library; OR, he/she must pay the County library access fee for out of county access to the County library branch; OR he/she must ask for the book via interlibrary loan at his/her local library.
- ✓ We **DO NOT** accept interlibrary loan requests for University College students or MCCC alumni. University College students have two options for interlibrary loan services: 1) send the request to their home institution (Fairleigh Dickinson, Felician, Rutgers or William Paterson) OR 2) make the request at their local public library.
- ✓ All University College students who are NJ residents are fully entitled to receive a borrower's card from the NJ State Library, which is also the university library for Thomas Edison State University. Proof of NJ residency is required.
- ✓ The library's circulation system will keep a student's information on file for one year. Afterward, the MCCC library circulation staff will contact the main libraries of the University Center institutions to verify a student's enrollment status and, thus, qualifications to borrow MCCC library resources.

PRINT SERVICES

Unless the home institution provides print cards, the cost to print from computers is 10 cents per page. It is necessary to purchase a print card from the dispenser located in the West Windsor library open computer lab, or just outside the door to the JKC library. The first card is \$1, only paper money is accepted, and the first 50 cents pays for the card, while the remaining funds pay for five computer prints. The card, once purchased, is refillable in \$1, \$5, \$10 or \$20 increments.

PHOTOCOPIERS

Photocopiers are available at both the WW and JKC libraries. Copies are 10 cents per page and no copy cards are needed. Some copiers give change for \$5. It is recommended to come with a roll of dimes for an easier copier experience because finding change on campus is difficult.