



Library Orientation

<http://www.century.edu/library/>

Academic Year Hours

Monday – Thursday: 7:30 a.m. to 9:00 p.m.
Friday: 7:30 a.m. to 4:00 p.m.
Saturday: 9:00 a.m. to 3:00 p.m.
Library hours will change during the summer sessions and between semesters. Check the library webpage for changes.

Contact Information

- General information, reserves, fines, holds: 651-779-3968
- Inter-library loan, scheduling library orientations: 651-779-3260
- Reference, periodical and database access questions: 651-747-4004

Library Cards

- Your Century College photo ID is your library card. You need a card to:
 - Check books and other items out of the library
 - Request inter-library loans
 - Log on to subscription databases from off campus
 - Username - 14 digit number on the back of your Century College ID
 - Password - your last name

Loan Periods

Books	3 weeks, with one renewal
Periodicals & pamphlets	1 week, with one renewal
Reserves	Varies - set by the instructor
Videos	Student use - in library only, checks out to faculty
Reference Books	In library use only

Renewals

You can renew in person or online.

- For information on how to renew online, click on “Renew a book” on the library homepage.

Fines

It is important to return things on time. Until fines are paid a hold will be placed on you record, and you will not be able to register for classes, get your grades, or get a transcript. Fines are:

- \$1.00 per day for items on reserve – no grace period.
- For other Century College materials, after the 2nd notice is sent you will be billed for the replacement cost of the item, plus a \$5.00 for processing. If the item is returned only the \$5.00 processing fine will remain.
- Fines on inter-library loans vary, and are determined by the lending library.

Copies

- Black & White – 10 cents a page
- Color – 50 cents a page

Library of Congress Classification System

A – General Works	N – Fine Arts
B – Philosophy, Psychology, Religion	P – Language and Literature
C – Auxiliary Sciences of History	Q – Science
D – History (General) and History of Europe	R – Medicine
E & F – History of America	S – Agriculture
G – Geography, Anthropology, Recreation	T – Technology
H – Social Sciences	U – Military Science
J – Political Science	V – Naval Science
K – Law	Z – Bibliography, Library Science, Information Resources (General)
L – Education	
M – Music and Books on Music	

Online Resources

- Type your search into the catalog search box on the library homepage to search for books, and other cataloged material, including e-books.
- **Click on “Databases A-Z”** our databases are available from anywhere on campus. From home you will need to logon.
 - Your username is the 14 digit number on the back of your Century College ID
 - Your password is your last name
- **Click on “Journal and Newspaper Titles”** for an alphabetical list of periodical titles available in our collection and in our databases, and links into our periodical databases.
- **Click on “Reference Sources”**
 - *Reference Books in the Century Library* – search reference books in the library
 - *Literary Index (Gale)* – Index to literature reference books published by Gale
 - *Literature Resource Center* – full-text articles from reference books
 - *Reference Universe* – use to search tables of contents and indexes within reference books
 - *Virtual Reference Library (Gale)* – selected electronic reference books

Inter-library Loans

- **Search for books:** From the Library homepage click on “**Books at other libraries.**” Then select “**Worldcat via FirstSearch**” or “**All MnPALS Libraries.**” Search for your book, and then request it using the “Borrow this item from another library” or “ILL request” links in the item record.
- **Search for articles:** Locate an article using any of our databases. If you use an EBSCO database, there will be a “Request via Interlibrary Loan” link you can use to quickly request an article.
- **Fill out a request form when you have a citation:** Click “Patron info” under “Quick Links” and logon. Click on the “Interlibrary Loan” link on the blue bar and fill in the form.

Books and articles usually arrive within one week.

- Articles are often available electronically. Directions for access are sent to your Century College e-mail. If not available electronically, copies are sent to the library to pick up.
- The library that owns the book determines the loan period and the renewal policies. See ILL staff for more information.

You can request materials by stopping at the Reference/Information desk, or online while using the Library Catalog, MnLink or article databases. You will need a Century College ID. The login is the 14-digit number on the back of the card (numbers only). Your password is your last name.