



Century College Library

3300 Century Avenue North
White Bear Lake, MN 55110
651-779-3968

Community Library Users

Library Card

Community Library cards are available to Minnesota residents for \$1 and are valid for 1 year. Stop at the Circulation Desk with a Minnesota driver's license or other Minnesota issued ID to obtain your card.

Loan Lengths

| | |
|--|--|
| Books | Due 3 weeks from checkout date. 1 renewal allowed unless item is requested by another user. |
| DVDs/Videos | Must view in library. |
| Magazines/Journals/Pamphlets | Due 7 days from checkout date. |
| Reference Books | Must use in library. |
| Reserves, eReaders, laptops, study rooms, and Interlibrary Loan are for students, staff, and faculty only. | |

Renewals

Date due slips are put into materials at the time of checkout. Items can be renewed in person, by phone, or online. To renew items online, login via the **My Library Account** link on the library website. To login, use the barcode number on the back of your library card as your Username and your last name as your Password.

Computers and Online Resources

Community users can obtain a guest login at <http://www.century.edu/support-services/technology-services/guest-accounts> to use any computer in our main areas. Online library resources such as eBooks, databases, streamed video are available for use at library computers. Off-campus access is not available. Printing is not available.

Overdue Materials

Century library materials are state property—items should be returned on time. When materials are overdue, the library will take the following steps:

- First Notice List of overdue items will be sent. Items can still be renewed online or in person to avoid a fine.
- Second Notice
1. Borrower will be billed for the cost of the item plus a \$5 processing fee.
 2. **Borrower must pay a \$5 per item fine after the item is returned and/or pay to replace lost items plus the fine. Borrowing privileges are revoked until items are returned and/or fines are paid.**

Overdue notices are a courtesy—it is the borrower's responsibility to keep track of due dates. The Minnesota Revenue Recapture Act, Statutes Chapter 270A allows the college to place a claim with the Minnesota Department of Revenue on future tax refunds due to the borrower for the amount of library fees owed.

Century College Guest Computer Accounts

For visitors, guests, and students registered as
NON-credit (Continuing Education) students

Century College offers non-credit students, visitors and guests access to the Internet from college wired and wireless networks. This service is available in the Library and all Century College computer classrooms. Guest access to the Internet is not available in computer labs or employee offices. **Printing is NOT available for Guest Computer Accounts.**

Guest Account Setup

1. This Guest Account setup process is done from an off-campus location, or from a designated computer in the [Century College Library](#).
2. Click the [Guest Account](#) link or search by keyword Century Guest Account on our main website.
3. A new page opens, the Century Guest Account form.
4. Complete the form. For Affiliation to College, select the appropriate guest category.
5. When prompted, create your own user name and password. Your password must contain at least 8 characters, including a number and a special character like @ or #.
6. Your account will remain active unless it has not been accessed in three months. After three months of inactivity, your account will be deleted and you will need to sign up for a new account.

Guest Account Login

On campus, you may use computers in the **library** (or in a designated computer classroom where you are a continuing education student.)

1. Log in using the Guest Account username and password you created.
2. **To log in, your username must be preceded by CenturyGuest\, i.e. CenturyGuest\username.**

For **wireless access** with your own laptop or mobile device:

1. Connect to the campus network using the network called "students."
2. Open a web browser and browse to any known website (ex. www.google.com).
3. You will be re-directed to a login page.
4. **To log in, your username must be preceded by CenturyGuest\, i.e. CenturyGuest\username.**