



Century College Library Guide

www.century.edu/academics/library

We're Here to Help!

- Main Number: 651-779-3968
- Research Help: 651-747-4004
- **Chat with a librarian 24/7**
 - Click "Ask a Librarian" on our webpage
- **E-mail** us at askalibrarian@century.edu



Visit

East Campus - first floor of Science/Library Building

Hours

Fall and Spring Term



Monday–Thursday: 7:30 a.m. to 8 p.m.
Friday: 7:30 a.m. to 4 p.m.
Saturday: 9 a.m. to 3 p.m.
Sunday: CLOSED

Summer Term

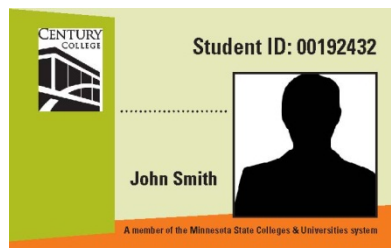
Monday–Thursday: 7:30 a.m. to 8 p.m.
Friday: 8 a.m. to 4 p.m.
Saturday-Sunday: CLOSED

Breaks and Holidays

Check the Hours link on our web page.

Your Library ID

On Campus



Your Century ID is your library card.

Online



- Access eBooks, articles, streaming video, and downloadable audio.
- Log into your library account and renew materials.
- Request items from other libraries.

What's in the Library?

- **Resources:** Print and online books, magazine & journal articles, audio, video, and more to help with coursework and explore personal interests.
- **Spaces:** Reservable group study rooms, study tables, quiet corners, fireplace area.
- **Technology:** Desktop and laptop computers, eReaders (Kindles/Nooks), black & white printer, color photocopiers/scanners, local faxing.
- If we don't have a book, article, or other item you need, we usually can get it for you through **Interlibrary Loan (ILL)**. This is a free service.

Finding Books

Use the Books & More tab on our webpage to search our catalog. We shelve our books using the Library of Congress Classification System. It follows this scheme:

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

Borrowing/Renewal/Overdue Policies

Things to Check Out	Borrowing Period
Books	3 weeks – 1 renewal
Magazines and Journals	1 week – 1 renewal
Movies	1 week – 1 renewal
Laptops	Must be used in the library
eReaders (Kindle/Nook)	3 weeks – no renewal
Study Rooms	2 hour limit per person – make up to 2 reservations 2 weeks in advance via our web page

Please return materials on time so other students can use them. Unpaid fines for overdue materials will result in a hold on your college record that will block transcripts, grades, and library use.

Library Rules

- **Quiet Please:** Set your cell phone to silent and step outside to make/take calls.
- **Food-Free Zone:** Enjoy a bite to eat at the coffee shop outside our front door!
- **Drinks with Lids:** Please make sure your drink has a secure cover on it.