

Just the Facts
about
The Mountain State University Library

We have a librarian for that

Sue Phillips, our Academic Resource Librarian, specializes in helping graduate students and students who are off campus. She can be contacted by e-mail at suephil@mountainstate.edu or phone at (304) 929-1534.

Contact

The Academic Resource Librarian will keep in touch with you by monthly e-mails giving research tips and changes in the Library's resources.

E-mail

If you wish to use your personal address (not your Cougar mail) for the Library's e-mails, please contact Sue.

Help with research

If you need help finding research information or using any of our electronic databases, call or e-mail Sue. If she is unavailable, you may contact any of our staff and student workers who are trained in helping patrons.

The Library's web page is <http://library.mountainstate.edu>

Bring the Library into your home

- ❖ Search The Cougar Catalog (the Library's on-line catalog) for books and videos, or our databases for articles at home by using the Library's web page.
- ❖ Click on the "Online Catalog and Electronic Resources" link.
- ❖ To use our catalog, type your topic into the search box under "Catalog Search" and click on "Search". Here you will find an index of materials available for check out from the Library.
- ❖ To find e-books, journal and newspaper articles, scroll down the page until you find "Electronic Resources". To access the site, click on the "Click Here" link.
- ❖ Type in your MSU e-mail username and password.
- ❖ Select the site you wish to search and click on the icon.
- ❖ Your bar code number and the other usernames and passwords were mailed to you upon registration. If you have not received them, contact Sue Phillips at suephil@mountainstate.edu.
- ❖ Instructions for using these resources at home are posted on the Library's web page.

Checking out materials

- ❖ You will find a record of the items available on the Library's Cougar Catalog. Books and videos can be checked out for four weeks and mailed to you. If necessary, you may renew materials for an additional four weeks if no one has requested the items. You may have a total of 15 items checked out in your name.
- ❖ To check out books or videos from the library, e-mail the publication information to Sue. She will check the items out on your account and mail them to you. You are responsible for returning the items by the due date.
- ❖ Reference books, Reserve items, and periodicals can only be used in the Library; however, copies of pages of books or articles from periodicals may be requested.
- ❖ Overdue fines are 5 cents a day with a three-day grace period.

Convenient telephone or e-mail renewal

Forgot that your book was due yesterday? Don't worry—call us. Have your ID ready and call Sue at her number or Susan at (304) 929-1367, or e-mail Sue.

What if I need something the Library doesn't own?

We can try to get it through interlibrary loan. See the form on the Library's web page.

Photo ID (optional)

Distance Education students are given a Library Card with their bar code; however you may apply for a photo ID using the following instructions:

- ❖ Take a picture with a digital camera or scan an existing picture using a scanner.
- ❖ Go to the Library's web site: <http://library.mountainstate.edu> .
- ❖ Click on the "Distance Education ID/ Library Card Application." link.
- ❖ Fill out the application.
- ❖ Put a check in the box next to the option for obtaining a Photo ID.
- ❖ Click "Submit Form".
- ❖ Send an e-mail to studentids@mountainstate.edu with the JPEG image you created as an attachment.

Your student ID will be mailed to you.

Contact us

You can access our e-mail addresses through the Library's homepage. You can also contact us by telephone at (304) 929-1368. The reference desk attendant will gladly assist you or transfer you to the appropriate staff member.