

**Instructor Reserve Materials:** Professors may put materials on reserve for students, including textbooks. To see if what you want is on reserve, you must look it up in the catalog. If you need help, ask at the Information Desk. If it is on reserve, it will have a call number. Give the call number to staff at the circulation desk with your student ID card.

Instructor Reserve materials can only be used in the library.

**THE LIBRARY DOES NOT BUY TEXTBOOKS.  
THEY ARE PROVIDED BY PROFESSORS.**

**Group Study Rooms:** Study rooms are available on both floors. They can be checked out at the circulation desks for 2 hours at a time for use by 2 to 6 students. If no one is waiting, they can be renewed.

Meeting Rooms: There are two library meeting rooms which can seat up to 25 people. They can be reserved by emailing a request to the library director at [walsh.s@mccd.edu](mailto:walsh.s@mccd.edu).

**Borrowing materials:**

- Most books check out for 2 weeks and can be renewed once.
- Vertical file materials check out for 1 week.
- Most DVDs and CDs check out for 1 week.
- Reference books are for in library use only.
- There is a limit of 4 books per subject.
- INSTRUCTOR RESERVE MATERIALS ARE FOR IN LIBRARY USE ONLY.

**Returning materials:** Place materials through the slot in the circulation counter (so that others do not mistakenly carry them away) or put them in one of the 2 book drops – in the inner lobby or outside to the right of the front entrance. Lost materials must be paid for. Processing fees are charged for lost materials and for materials held past the end of the semester.

**FOOD, PETS, AND CHEWING TOBACCO  
ARE NOT ALLOWED**

Drinks with lids are allowed only in designated areas.

RESTROOMS ARE LOCATED IN THE OUTER LOBBY.



**Merced  
College  
Library**

<http://www.mccd.edu/lrc/index/html>

**LIBRARY HOURS FOR SPRING 2010**

|                            |                          |
|----------------------------|--------------------------|
| <b>Mondays – Thursdays</b> | <b>8 a.m. to 9 p.m.</b>  |
| <b>Fridays</b>             | <b>8 a.m. to 12 p.m.</b> |

Library materials and services are available only to current students, faculty, and staff of Merced College.

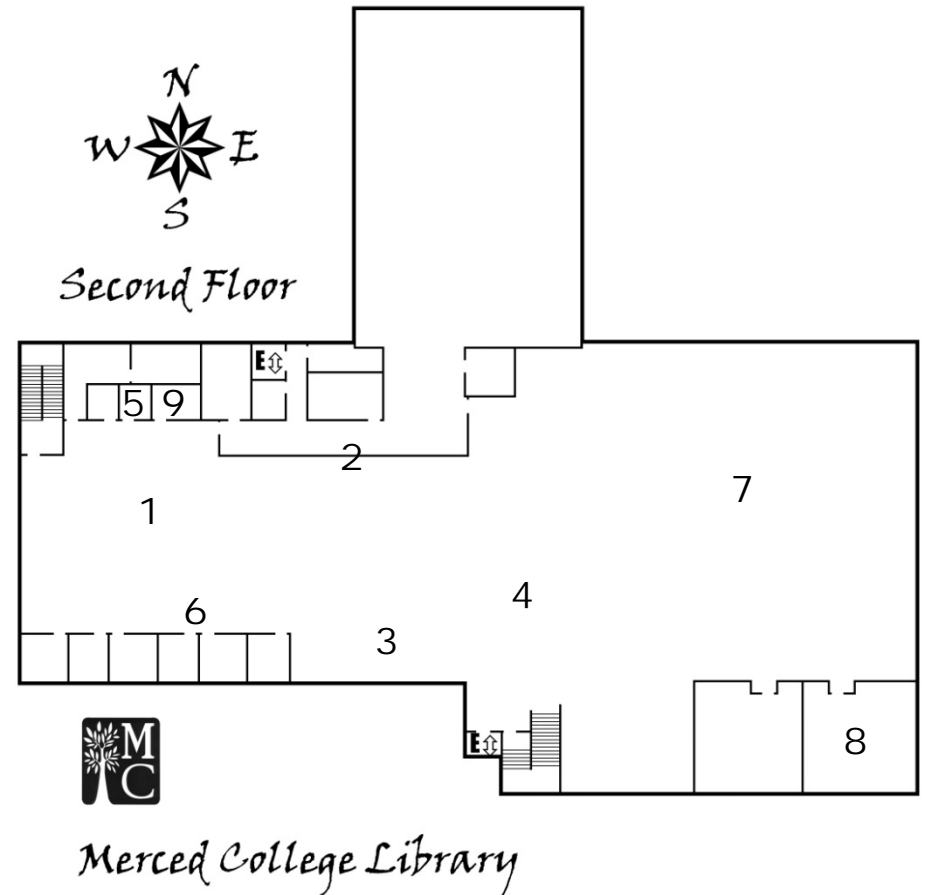
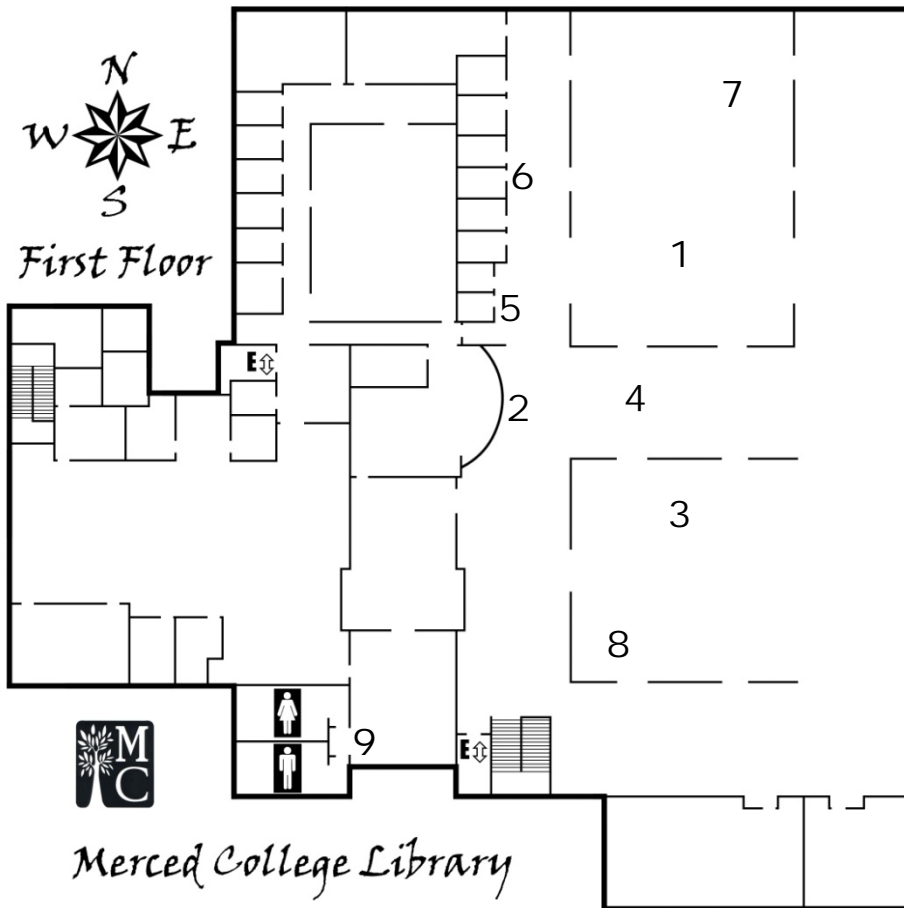
A Merced College ID with a photo, current semester sticker, and library barcode are required for services including: checking out materials, use of Instructor Reserve and other reserve materials (including magazines), use of study and/or meeting rooms, use of computer stations, and interlibrary loan.

**Information:** For help in finding information or doing research, see the faculty reference librarian at the Information Desk.

**Online research / email / word processing:** Computers are available for doing research, using library databases, writing papers, and using college email. Students must **DISPLAY** their student ID cards with current semester sticker and log in. Printing is done through a central printer. Copies are 10 cents per page and **MUST** be paid for with a copy card that is bought from the Vendapin machine on the first floor.

**Copy machines:** There are copiers on both floors. Black & white copies cost 10 cents. Color copies can be made on the top floor for 40 cents. The copiers require copy cards from the Vendapin machine.

One B&W copier on the main floor is coin operated.



1. Where can I ask for information?
2. Where can I check out books?
3. Where can I use a computer?
4. Where can I look up books?
5. Where can I make copies?
6. Where can I study with a few friends?
7. Where are the reference books?
8. Where can I watch a video or DVD?
9. Where is the bathroom?

1. Where can I read current newspapers & magazines?
2. Where can I get older copies of newspapers & magazines?
3. Where can I use a computer?
4. Where can I look to see if the library has a book?
5. Where can I make copies?
6. Where can I study with a few friends?
7. Where are the books that check out?
8. Where can I hold a meeting?
9. Where are the microfilm readers?