



Century College Library Orientation

Library Home Page: <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
- Interlibrary 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 interlibrary 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 & Checkout Policies: must have Century ID

Books	3 weeks, with one renewal
Kindles	3 weeks, no renewal
Periodicals & Pamphlets	1 week, with one renewal
Circulating DVDs	1 week, with one renewal
Reserves	Varies - set by the instructor
Reserve Videos and DVDs	Student use - in library only, checks out to faculty
Reference Books	In library use only
Laptops	In library use only
Study/Video Viewing Rooms	2 hour limit, in person reservations, only, and limited to 2 reservations at a time

Renewals

- You can renew in person or online.
 - For information on how to renew online, click on “Renew library materials.”

Fines

- It is important to return things on time. If you have an unpaid fine, a hold will be placed on your record, and you can't register for classes, or get your grades or a transcript. Fines are:
 - \$1.00 per day for items on reserve and circulating DVDs – 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 processing fee. After the item is returned, only the \$5.00 processing fee will remain.
 - Fines on interlibrary loans vary, and are determined by the lending library.

Rules

- Quiet please: no ringing phones or talking on cell phones
- No food
- Drinks with secure covers are allowed

Copy Room

- Black & White Copies – 10 cents a page
- Color Copies – 50 cents a page
- Scanning – Free
- Add money to your printing account

Library of Congress Classification System

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)

Online Resources

There are literally millions of journal articles, reference book articles, images, e-books and other types of information sources available online through the Century College Library homepage: <http://www.century.edu/library/> available, at no cost, to Century College students, staff and faculty.

To use these resources from off campus, you will need to logon using two pieces of information:

- The 13-digit barcode number from the back of your Century College ID
- Your password (usually your last name)

For more information on available resources, see the Quick Searching Tip Sheet handout.

Interlibrary Loans

If Century library does not have the book or article you need, we can get it for you through interlibrary loan (ILL).

- A free service for students, staff and faculty.
- Most items arrive within one week.
- Due dates and renewal policies are determined by the library that owns the item.
- Arrival notices are e-mailed to your Century e-mail.
 - Articles are often sent electronically. Access instructions will be sent to your Century e-mail.

You can request ILL materials 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. **For more information, click on “Interlibrary Loan” on the library’s homepage.**