



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

Books	3 weeks, with one 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

Renewals

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

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

Copies

- Black & White – 10 cents a page
- Color – 50 cents a page
- Scanning – Free

Library of Congress Classification System

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

Online Resources

- **Library Catalog:** Type your search into the catalog search box on the library homepage to search for books and other cataloged material including e-books.
- **Databases A-Z:** Click on this link to search for articles.
 - Available from anywhere on campus. From home you will need to logon.
 - Username: the 14 digit number on the back of your Century College ID
 - Password: your last name
- **Journal and Newspaper Titles:** Click to search for a periodical title that may be in our collection or databases.
 - If found, click on “Find title” to search for articles within that periodical.
- **Reference Sources:** Click on this link to access reference indexes and e-books.
 - *Reference Books in the Century Library* – search for library reference book titles.
 - *Literary Index (Gale)* – indexes literature reference books published by Gale.
 - *Literature Resource Center* – full-text articles from reference books.
 - *Reference Universe* – searches table of contents and indexes within reference books.
 - *Virtual Reference Library (Gale)* – selected electronic reference books.

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.
 - Watch for access instructions sent to your Century e-mail.

You can request ILL materials by stopping 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, look for the “How do I” section on the Century Library homepage and click on “Request interlibrary loan.”