

Services Provided by the McHenry County College Library

<http://www.mchenry.edu/library/>

Hours: Monday - Thursday 8AM – 9:30PM
Friday 8AM – 4:30PM
Saturday 8AM – 2PM
Sunday Closed

- **Circulation Desk: 815-455-8533**

At the circulation desk patrons may register for a library card and receive their patron PIN numbers. Checkout; return and renew library material; obtain headphones and reserve materials; pay for printing and overdue fines. Library registration is available to current students as well as community adult residents (over 16 years of age) within the College district.
- **Reference Desk: 815-455-8762**

Reference librarians are available to assist with research needs. They provide instruction for use of the library catalog and on/off-campus database research.
- **Reserve Material**

Materials placed on reserve by an instructor or by the library are available for checkout with a valid MCC Library card. These items are obtained through the Circulation desk.
- **Circulating Books**

Books can be checked out with a valid Library card. A book may be renewed for an additional loan period, provided there is not a hold on the item. Renewals can be made in person, by phone, or on the Library web site with your library card and patron PIN number.
- **Reference Books**

Reference materials are for use only in the Library. They include, but are not limited to, maps, atlases, biographies, almanacs, statistical sources, and specialized encyclopedias.
- **Interlibrary Loan**

Materials not held in the MCC library collection can be requested through the Interlibrary loan network by submitting a loan request to the Circulation Desk with a valid Library card. Interlibrary loaned materials are usually obtained within a 2 week period, with a check out period and renewal allowance determined by the lending library.
- **Telecourse Materials**

Video and audio materials required for telecourse classes are available for purchase in the MCC Bookstore. To check these materials out, the patron must be currently enrolled in the telecourse and have a valid Library card.
- **Sound Recording Collection**

The library has an extensive collection of CD's and audiotapes available for circulation with a valid Library card.
- **Video Recording**

The library offers DVD and VHS format videos for circulation. The subject content covers class related issues as well as current subjects of interest.

- **Periodicals**
The library offers a large collection of periodicals for circulation. Many have printed back issues that are available.
- **Newspapers**
Newspapers are available for use in the Library only. Barron's, Chicago Tribune, Investor's Business Daily, McHenry County Business Journal, New York Times, Northwest Herald, Town Crier, USA Today, Wall Street Journal, Washington Post.
- **Internet Access**
Computers with Internet access are available on a first-come, first-serve basis in the Library. Remote printing within the Library is available from the computers for a small fee.
- **Equipment**
Copy machines, headphones, VHS players, DVD players, cassette players, and microfilm readers/printers are available for use in the Library. Assistance for use of the equipment is available at the Circulation desk.
- **Web Services**
The library home page provides access to many reference databases which include online full-text periodicals, an information literacy tutorial, and more. These web services are accessible anywhere on campus with many of them available remotely with a user id and password that may be obtained from the Reference Desk. Check out the library web page at www.mchenry.edu/library or click on **Library** from the MCC home page.