**LIBRARY FACTS & INFORMATION for ADJUNCTS**

**BENEFITS FOR ADJUNCTS**

Obtain a McMurry I.D. card and bring it to the library-the barcode on it is your library number and we will need to link you to the system!

Your ID is your PASSPORT to the Jay-Rollins Library & the APL,ACU,HSU & HPU libraries! The Barcode on the back is your library number.

We are a part of the Abilene Library Consortium and have a shared catalog.

**BOOKS**

- For the semesters you teach, you get faculty privileges including semester long check out of McMurry books.
- You can request books from area libraries through our online catalog and they will be brought to our library by the Courier.
- Books from other ALC libraries are checked out according to the owning library’s policy.

**RESERVES FOR YOUR CLASSES**

You can put material on RESERVE at the Circulation Desk in the library. (Call Terry Young at x4692 or x4683 for assistance).

**LIBRARY INSTRUCTION**

If you would like to arrange for a class or individual introduction to research in the library contact Terry Young (x4683).

**NETWORKED COMPUTERS:**

The library has 3 computers for strictly Internet searching and 9 computers networked into the McMurry system.

You can:

- research
- use Microsoft Office
- scan material
- design PowerPoint presentations
- access your H: or Z: drive
- download digital photos
- print using your print credits (you start with 300 pages a semester & more can be purchased.)

**CHECK OUT THE LIBRARY WEBSITE!**

- Information about the library
- The Catalog
- Databases and Indexes for finding articles
- Citation styles for research papers
- Electronic journals
- Electronic reserves
- Useful websites
- Information on the World-Wide-Web

**OFF CAMPUS ACCESS TO LIBRARY CATALOG & DATABASES:**

- Choose catalog. OR
- Click on databases.
- Choose a database.
- Login with your McMurry Network ID and Password.

- You can change and use any database as long as the browser is open.

**INTER-LIBRARY LOANS:**

If the material you need is not owned by the Jay-Rollins Library or in the Consortium, Inter-Library Loan may be an option. Call Terry Young and discuss the possibilities!

Eligibility for Inter-Library loan depends on the material location, reason for request & time.

**Cost and limits:**

- Often there is no charge for the loan of materials.
- However you will be responsible for charges imposed by the lending library.
- Copyright issues may place a limit on the number of articles which can be borrowed.

**MEDIA CENTER:**

- David Williams in the Media Center (x4668) will help with requesting Videos, CDs and DVDs from area libraries.
- David will also work with you to get the media equipment used in your class. Call x4668, or stop by to see him.
- These items are available in the Media Center: 1000+ videos & CD’s, digital cameras, video recorders, tablet computers, Media viewing & listening equipment.