**LIBRARY FACTS & INFORMATION for Staff**

**WHAT’S IN THE LIBRARY FOR YOU?**
- Access to over 1,000,000 items in our library and other libraries in the Abilene Library Consortium.
- Current periodicals & newspapers
- Indexes & Databases
- Computers for searching the Catalog & Internet
- A copy machine
- Typewriters
- The McWhiney Foundation Library
- The Archives of the Methodist Church

**CHECK OUT THE LIBRARY WEBSITE!**
You will find:
- 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 CATALOG & DATABASES:**
- Choose catalog.
  OR
- Choose 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.

**LIBRARY CARD:**
Your MCMURRY ID is also your library card. It can be used at to check-out at the Jay-Rollins Library & the APL, ACU, HSU, & HPU libraries! We are part of the Abilene Library Consortium and have a shared catalog.

The BARCODE on the back is your library number. Please stop by the circulation desk so we can enter it into the system.

**HOW DO YOU USE THE LIBRARY?**
Instruction for Individuals or groups is available. Please call Terry Young at the reference desk (x4683) OR ask staff for help!

**NETWORKED COMPUTERS:**
The library has 8 computers networking into the McMurry system and 4 Internet-only computers.
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.)

**INTER-LIBRARY LOANS:**
While the library is usually considered adequate for most undergraduate needs, it is impossible for even the largest library to contain all the material needed for more sophisticated programs. That being said, the library staff is able to borrow from other TEXAS libraries if adequate time is allowed (3-4 weeks).

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!

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:**
Has the following items available for check out:
- 1000 + videos & CD’s
- tablet computers (for in library use)
- video cameras/recorders
- media viewing & listening equipment

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**THE JAY-ROLLINS LIBRARY IS YOUR PASSPORT TO THE WORLD !!!!!!!!!!!!!!!!!!!!!!!!!!!**