

# Gail Horton Library Use & Resource Guide

*Welcome to the Gail Horton Library! Whether you are an MBC Student, or a patron from the community we hope our library will be of service to you.*

## Library Use

**Please be respectful of those needing a quiet place to study.** Quiet conversation is permitted throughout the library, and is encouraged in group study areas. Many students study and write papers in the Computer Lab, please be mindful of their need to concentrate in this area. **We ask that the Reference Room would be a Silent Study Room with no talking permitted.**

**Please do not re-shelve books or periodicals.** You may leave them on tables, desks, or in re-shelving locations. Library staff will count and re-shelve them for statistical purposes.

**There are three group study rooms (The Bridger, Hyalite, and Cottonwood Rooms).** You may use these rooms when they are unoccupied, and you may also reserve these rooms for up to two hours. You may eat & drink (tight, spill-proof lid) in the Bridger and Hyalite rooms. Please return these rooms to their original state when you are finished. The Cottonwood will remain locked because it contains sensitive archive material and media material, but students may request access to this room at the Circulation desk.

**The Yellowstone Room functions as a student lounge.** There are drinks and snacks available for a nominal amount, you are expected to pay for what you take.

**Please clean up after yourself while in the library.**

## Hours

The Library staff strives to make the library available during the most convenient times for patron use. Please ask your librarian or see postings on the door for current hours.

\*The Library is closed during **chapel, Tuesday lunches, and school holidays.** Call ahead on holidays and during school breaks to see when the library is open.

## Checkout Policies

Students taking one or more class for credit at MBC: **Books, audiobooks, and pamphlets may be checked out for up to one month, and may be renewed for an additional month if necessary. You may check out up to 10 books. DVDs may be checked out for one week, and games may be checked out overnight.** Periodicals and Archives may not be checked out for any reason. **Reference and**

**reserve books may be checked out overnight and on weekends** upon meeting these conditions:

1. The borrower is limited to two reserve/reference
2. The books may be checked out no earlier than half an hour before closing
3. The books must be returned by 9:00 am on the following business day
4. Reserve books may be checked out for several days if the borrower has an approval note from their professor
5. Items must be returned within half hour of the library's opening time. Signs will be posted as to when this is. There are no exceptions to this rule.

Public Patrons: Checkout policies are the same as, except there is a limit of 5 books that may be checked out at one time. Reference and reserve books may not be checked out to the public.

Renewal & Return Procedures: Renewals may be requested in person, by phone, email, or on a student's online library account. When returning books please deposit them into the exterior book drop (outside the West entrance) or the interior book drop (at the circulation desk).

#### Placing a Hold on a Book

You may place a hold on a book that you need which is already checked out, just let us know. When it is returned we will hold it for you and notify you of its return.

#### Fines

Overdue items are subject to the following fines:

**Books/Audio Books - \$.10 per day/book**

**Reference/Reserve Books- \$1.00 per day/book**

**DVD's- \$1.00 per day/DVD**

**Games- \$1.00 per day/Game**

\*Students with overdue material or large fines may be subject to revoked library privileges and until the book is returned or the fine is paid (this may also affect ability to register for classes). Overdue items begin accruing fines on the day following their due date. Fines will not accrue past the price of an item.

#### Lost or Damages Items

If you lose or damage an item you may be fined the cost of the replacement of the item, associated shipping charges, and a \$5.00 processing fee. Notify the librarian of any unrepaired damage on the material before you check it out so you will not be charged for it.

#### Online Catalog

You may search the Gail Horton Library Catalog by visiting

<https://www.montanabiblecollege.edu/library/discover-items/find-a-book>

## Set up at Library Account

Using your library card number you can set up an online library account at <https://www.montanabiblecollege.edu/library/your-library-account> , use this account to see what you have checked out, renew items, and use due dates. Use the password, "changeme" your first time logging in, this password may be changed in your account.

## Computer Lab

There are seven computers available for your use in the GH Library. Copy/Printing services are available for \$.05 cents/page, \$.10 for double-sided. **You are expected to pay for the pages you print, even those printed by mistake.** Color printing is available upon request. MBC's internet use policy is detailed in the student handbook. Students will be expected to read and follow these policies. A brief summary of internet use policies are as follows:

- use of the computer lab/internet is a privilege, not a right, and privileges may be revoked at any time due to misuse;
- users will be expected to be polite and keep the noise/talking level to a minimum out of respect for those studying in the library;
- all papers/files of any kind may be saved to an external memory device only - not on the hard drive;
- if there are people waiting for the computer, patrons should be considerate and postpone checking email and/or doing internet research that can be done later;
- all non-educational chat rooms, instant messaging, and game playing are not acceptable uses of the computer lab;

## Interlibrary Loan

If we do not have the book you want or need, we can obtain it for you from another library via Interlibrary Loan (ILL). Contact one the library staff if you would like to use this service, materials may take one to two weeks to arrive so plan accordingly.

## The Writing Lab

**One-on-one writing and research appointments are available to you in the library.** Helping students through the process of selecting a research topic, researching, writing, formatting, etc. is our specialty and we love to serve you in this way. Sign up for appointments at the circulation desk. We also have writing resources in the computer lab and spread throughout the library for your use.

## Suggestion Box

We value your insight! Please suggest resources to add, remove, or suggestions to improve library usage/service.

## Other Resources

We strongly encourage you to make use of the many resources available to you at the following surrounding libraries.: **Grace Bible Church Library, Montana State University Libraries** (You need to be a MT resident to check out material), **Bozeman Public Library**

### Surveillance

Please note that the library has cameras positioned throughout the building recording your activities 24/7.

### Library Cow

Find the library cow, Latte, and win a free candy bar and the privilege to hide the cow for fellow students to find!

## **Resource Guide**

### **Which Library Resources to Use...**

When starting your research you should **use reference materials (encyclopedias, dictionaries, concordances, Wikipedia) to get a good overview of your subject.** This may help you develop good questions that will direct your search for more resources. Bibliographies at the end of resources can be used to find additional relevant sources for your research. This research trick is called, **“chasing the bibliography”**. **Use books to gain more general information on a certain aspect of your research,** and then **use journal articles to gain more precise study of your subject.** Evaluate all your resources and use the best ones possible. Finding opposing views on your topic is helpful, and can even lead to a more thoughtful discussion of your topic!

## **Online Resources**

### **To Find a Book...Search the catalog at:**

<https://www.montanabiblecollege.edu/library/discover-items/find-a-book>.

You may search for a book using title, author, or subject.

**Tips:** Do not include the *“The”* or *“A”* when searching for a title that starts with *“The”* or *“A”*.

### **To Find a Peer Reviewed Journal Article... search our database at:**

<https://www.montanabiblecollege.edu/library/discover-items/find-an-article>

**Tips:** You may search using title, author, subject, or scripture reference. You may also find good articles online, but always evaluate whether or not the article is appropriate for academic research. Your librarian would be happy to help you find articles.

### **To Find a E-Book...search our E-Book collection at:**

<https://www.montanabiblecollege.edu/library/discover-items/find-a-book>.

## **Research Helps**

### **Primary/Secondary Resources**

Primary and secondary sources are both good resources for research. Primary sources are eyewitness accounts. Secondary sources are written by someone else using either a primary resource or other secondary resources.

### **Boolean Operators**

**Boolean Operators (And, Or, Not)** are useful to narrow your search results when searching for information on the internet or databases. Remember that **AND narrows** the number of responses, **OR adds** to the number of responses, and **NOT excludes** a subject from your response.

### **Evaluating Information Online**

The following extensions will help you when evaluating an internet source

.com – company	.edu- education
.gov- government	.k12- school k-12
.net- network	.mil- military
.org- organization	.ac- academic overseas higher education

**When evaluating websites consider the following:** Who wrote the material? What are their credentials? When was it written? Do they hold a bias point of view? Is this some kind of an advertisement? When was the site updated? What kind of organization is this site affiliated with?

**Become a lifelong learner and evaluate information effectively:** Information is not all created equal. Many information sources can be misleading, inaccurate or just plain wrong. Evaluate everything you read or see or do in life through the grid of scripture. Talk to your professors and ask them questions if you are having a hard time sorting out an issue. Ask them to recommend high quality sources for research. Discover the rich resources available through the library. It takes time to find good sources so please come to the library often. If you need help with any aspect of your academic work seek librarian assistance, we love to help!

### To Contact the Library

- Email us at [library@montanabiblecollege.edu](mailto:library@montanabiblecollege.edu)
- Write to us at 100 Discovery Way, Bozeman, MT 59718
- Stop in and chat with us during our posted open hours

***We look forward to seeing you in the library!***