

Circulation Policies

Checking out books

A student ID is required to borrow library materials. You are responsible for damaged or lost books checked out to your card. If you do not have your ID with you, materials can be held for you at the circulation desk for 3 days.

Loan Periods

The normal loan period is three weeks.

Renewals

Books may be renewed one time for three additional weeks either in person at the circulation desk or by phone. Please have the books in front of you when you call (260) 422-5561 ext. 1+ 2215.

Returns

Books should be returned promptly. There is a drop box outside the southwest door to Andorfer Commons and a drop slot in the library coffee area.

Note

Failure to pay fees for lost or damaged books will result in suspension of your borrowing privileges.

Coffee and More

Coffee, tea, and hot water are available for a donation in the library's coffee lounge. Feel free to enjoy all snacks and food in the lounge. Only drinks with screw top lids are allowed inside the library proper.

The Study Room

Are you looking for a place for your small group to meet? The study room comfortably seats eight and has a whiteboard. Please reserve the room in advance with a library staff member. Reservations can be taken over the phone or in person.

Library Staff

Connie Scott, Library Director
Indiana Tech Ext. 2224
CEScott@IndianaTech.edu

Tracy Stoller, Assistant Librarian
Indiana Tech Ext. 2516
TRStoller@IndianaTech.edu

Kerri Killion-Mueller, Tech LEADS
Indiana Tech Ext. 2493
KMKillionmueller@IndianaTech.edu

Jenny Hines, Reference Librarian
Indiana Tech Ext. 2155
JDHines@IndianaTech.edu

Nancy Gabet, Academic Resource Specialist
Indiana Tech Ext. 2215
NWGabet@IndianaTech.edu

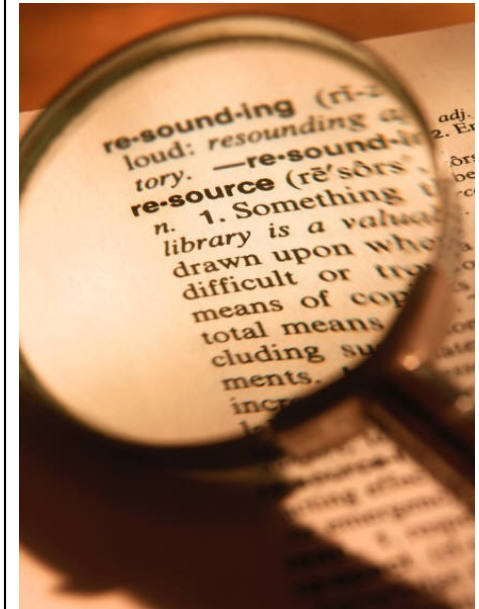
Joe Sullivan, Academic Resource Specialist
Indiana Tech Ext. 2215
JPSullivan@IndianaTech.edu

www.indianatech.edu/library

McMillen Library

Andorfer Commons
1st Floor

Information Guide



Library Hours

Monday—Thursday
8:30 a.m. to 10:00 p.m.

Friday
8:30 a.m. to 4:00 p.m.

Saturday
8:00 a.m. to 1:00 p.m.

Sunday
4:00 p.m. to 9:00 p.m.

Holiday and Break Hours Vary

www.indianatech.edu/library
(260) 422-5561 ext 1+ 2215

Research Sources

Book Collection

The McMillen Library contains about 20,000 volumes supporting the programs and curricula of the college. **Accent** is the online catalog of Indiana Tech.

Periodical Collection

The McMillen Library subscribes to print journals, newspapers, and magazines.


Electronic Databases

Select Electronic Databases from the library's website. Visit the desired database from either on campus or off campus.

CREDO is an Online, Full-Text Reference Collection  **CREDO**reference covering every

major subject. It includes dictionaries, encyclopedias, and atlases. Content is cross-referenced with links to authoritative images, maps, and tables.

EBSCOhost Research Databases is a web-based information resource that includes full text magazines, newspapers and reference tools.

 **EBSCO**'s extensive collection of eBook titles allows for a comprehensive and powerful search experience with every search, relevant eBook titles will appear directly alongside your other EBSCO databases, exposing you to the full depth of the library's offerings and increasing usage and visibility of the library's entire collection.

SIRS Researcher delivers the pros and cons on today's complex social issues with relevant, credible articles and opinions, and media that tell the whole story on the major questions of the day.



Inspire, Indiana's virtual library, contains the following research databases: *Academic Search Elite*, *Biography Resource Center*, *Business Source Premier*, *Company Profiles*, *Corporate ResourceNet*, *Funk & Wagnall's New World Encyclopedia*, *Health Business FullTEXT*, and many others that will help you do research for Indiana Tech courses. Use **Inspire** to search WorldCat and INCat for materials from other academic and public libraries internationally and statewide.



Mergent offers over 10,000 U.S. public companies and 17,000 non-U.S. public companies. It is an excellent source for global and financial information.



ebrary offers a comprehensive collection of electronic books making it possible for you to access a wide range of research, reference, and reading material online.



ProQuest provides access to thousands of current periodicals and newspapers, many of them updated daily.



Library Services

LibGuides

LibGuides provide assistance in the research process by suggesting books, dictionaries, encyclopedias, databases, and websites available in a particular area of study.

Reference Assistance

The librarians and the Academic Resource Specialists are available to help at all stages of your research — either in the library, by phone, email, or “Ask a Librarian.”

Course Reserves

Reserve materials for class assignments are kept at the front desk and may be signed out for use within the library.

Interlibrary Loan

Using Interlibrary loan, you may borrow books and journal articles from other academic and public libraries. Delivery takes about two weeks. The loan period is determined by the lending library.

Library Computers

All library computers have Microsoft Office. Four computers have engineering software. Headphones are available at the Circulation Desk.

Copier/Printer/Scanner

The copier is also a networked printer and scanner.

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