



# Learning Resources Center **Patron Guide**

ACC Library  
665 Johnson Street  
Alpena, MI 49707

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(989) 358-7252  
[acclrc@alpenacc.edu](mailto:acclrc@alpenacc.edu)

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Revised July 2023

## I. About

Located in the Newport Center Building, the library provides access to information consistent with the present and anticipated teaching and research needs of Alpena Community College. The collection contains resources geared towards lower-division undergraduate study and consists of books, periodicals, research databases, eBooks and audiobooks.

## II. Library Staff

Library staff are here to help you discover materials and answer any questions you might have:

- ★ Lauren Mantlo – Director of the Learning Resource Center Library
- ★ Pat Manning – Library Technician

## III. Hours

During the fall and spring semesters, the library is open:

8:00 AM – 7:00 PM Monday – Wednesday

8:00 AM – 5:00 PM Thursday

8:00 AM – 12:30 PM Friday

NOON – 4:00 PM Saturday

Closed Sunday

Check postings on the library door and on the library website to review limited holiday hours.

During the summer, the library is open:

7:30 AM – 4:00 PM Monday – Thursday

## IV. Borrowing Procedures

Students and staff can checkout materials with their ACC ID cards. Community members must be 18+ and present legal identification to obtain a library card. Borrowing privileges may be revoked if a patron has lost materials. Materials are loaned for a period of 3 weeks and can be renewed over the phone by calling (989) 358-7252 or emailing [acclrc@alpenacc.edu](mailto:acclrc@alpenacc.edu), provided no one else has placed a hold on the item. A small collection of textbooks are also available for use in the library only. A book return drop box is provided outside the library entrance for patrons to return materials when the library is closed.

## V. Fines & Penalties

If materials are lost or damaged while checked out to the patron, the patron will be responsible for paying a fine equal to the replacement cost as determined by library staff. Student transcripts will be withheld and students will not be allowed to register for classes

until fines are paid. Legal action will be considered for patrons that have lost materials with a collective value of over \$100.00.

## VI. Computer Use Policies

Computers are available for community and student use. Please sign in at the circulation desk before accessing a computer. If you are under 18 and not an ACC student, you must have a parent or guardian with you to use the computer.

## VII. Printing

Students can print educational materials for free within reason. Community members must pay \$0.10 per page for black & white and \$0.25 per page for color prints.

## VIII. Requests

Patrons are welcome to request materials for purchase. Library staff will consider all purchases in accordance with the library's collection development plan (ACC policy 5018).

Additionally, library staff can always request materials for patrons via Interlibrary Loan Service. This service allows the library to borrow from other libraries all over the state, country, and even the world. Please allow at least 1-3 weeks for delivery.

## IX. Audiobooks & eBooks

Thousands of digital audiobooks and eBooks can be accessed on smartphones via the Libby app (available for free in the app store) and on the web via the OMiA (Overdrive for Michigan Academics consortium) website:  
<https://omia.overdrive.com/omia-alpena/content>

If you are a student, sign in with your ACC O365 credentials (email address and password). If you are a community member, ask library staff for your username/password.

If you would like us to consider adding a title to our collection, please email a request including the book title, author, and the format (eBook or audio) to Lauren Mantlo at [mantlol@alpenacc.edu](mailto:mantlol@alpenacc.edu)

## X. Databases

ProQuest (a collection of databases that provides access to thousands of journals, magazines, newspapers, etc.) is available on campus and from home via the link on the Blackboard homepage. EBSCO eBooks and databases are available on campus via the links on the Blackboard homepage.

## XI. Library Catalog

The Destiny library catalog can be accessed online via the following link:  
<https://search.follettsoftware.com/metasearch/ui/76786>

The catalog is an index of all the materials available in the library. You can search for author, title, subject, etc.

In addition to the advanced search feature, you can expand or refine your search using the following tools:

SEARCH TOOL	DESCRIPTION	EXAMPLE
<b>Quotation marks (")</b>	Use quotes around search terms to find a specific phrase.	<i>"Great Pyramid"</i> (with quotation marks) will return results that include the exact phrase in the title record. <i>Great Pyramid</i> (without quotation marks) will return results with the words "Great" and "Pyramid" anywhere in the title record, in no specific order and not necessarily together.
<b>Asterisk (*)</b>	Type an asterisk in the middle of or after a set of characters to let Destiny fill in the blank.	<i>hou*</i> will return results such as <i>house, Houdini, Houston, etc.</i>
<b>Question mark</b>	Use a question mark to replace a single character.	<i>ho?e</i> will return <i>hole, home, hose, Howe, etc.</i>
<b>AND, OR and NOT</b>	Use these Boolean operators between search words (must be uppercase). The AND operator is always assumed if you include two words in your search.	<i>red blue</i> is the same as <i>red AND blue</i> .

The item's call number will appear in the catalog and on the spine of the book and will help you locate it within the library.

- ★ The Dewey Decimal System organizes Non-Fiction numerically on the shelves located in the middle of the library. The following are the major subject divisions:
  - 000 – Information & Computer Science
  - 100 – Philosophy & Psychology
  - 200 – Religion
  - 300 – Social Sciences
  - 400 – Language
  - 500 – Pure Sciences
  - 600 – Technology (Applied Sciences)
  - 700 – Arts & Recreation
  - 800 – Literature & Literary Criticism
  - 900 – History & Geography
- ★ JUV – Juvenile Fiction and Non-Fiction, found along the wall next to the Director's office
- ★ Q – Oversized Non-Fiction, found on the last central shelf
- ★ SF – Science Fiction, found on the last central shelf
- ★ SS – Short Stories, found on the last central shelf
- ★ FIC – Fiction, found along the rear wall and back of the library

Non-Fiction is sorted first by the Dewey call number, then alphabetical by author's last name, and lastly alphabetical by title. Fiction is sorted alphabetically by the author's last name and then title.

*EXAMPLES:*

"Soul of the Fire" has the call: **SF Good**, meaning it can be found in the Science Fiction section under the author's last name, Goodkind.

"The Treeline" has the call: **577.3 Rawl**, meaning it can be found in numerical order within the 500s of the Non-Fiction section, then alphabetically by the author's last name, Rawlence.

"Big Cat, Little Cat" has the call: **JUV FIC Coop**, meaning it can be found in the Juvenile Fiction section, then alphabetically by the author's last name, Cooper. If Cooper has multiple titles, it will then be alphabetical by title.

**XII. Library Rules of Courtesy**

1. Eating and drinking – drinks with lids and snack foods may be consumed in the library, but open containers, odorous foods and hot lunches are not allowed. Please make sure to clean up any refuse.
2. Quiet space for study – the further back you are in the library, the quieter you need to be. Please always use your library voice (whisper) and do not answer cell phone calls in the library. If you are disruptive, you will be asked to leave.
3. Persons caught defacing, destroying, or stealing library property will lose all library privileges and will be expected to replace the property in question. The Dean of Students will be informed and, if deemed necessary, legal action and expulsion may result.
4. Library materials should not be reshelved by patrons. Please return items to the circulation desk, so we can record their use and ensure they are put back in the correct spot.