



HOURS OF OPERATION Spring 2024



Monday – Thursday 7:30 a.m. – 7:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.
Saturday & Sunday CLOSED

Reference: 831-7040
Circulation: 831-7057

Connect/chat with the Librarians:
<https://epcc.libguides.com/chat>

District Libraries Web Page: www.epcc.edu/Services/Libraries
Mission Library's Web Page: epcc.libguides.com/MDPLibrary

CONNECT WITH US:

Facebook - <https://www.facebook.com/missiondelpasolibrary>
Instagram - <https://www.instagram.com/mdplibrary/?hl=en>

REFERENCE

The Reference Collection is an excellent place to start your research to get background information about your topic. Reference includes general encyclopedia (*World Book*), specific encyclopedia (*Encyclopedia of Psychology*, *Encyclopedia of Gangs*), dictionaries, almanacs, atlases, handbooks, and other print materials that will help you get started. Reference materials are for use in the library only and do not check out.

CIRCULATION

Circulation material includes books, CDs, VHS, and DVDs. These materials can be checked out for home use. Books check out for three weeks, audio-visual materials check out for one week. Material may be renewed if no other patron has requested that particular item.

Current, valid EPCC student ID cards serve as library cards at all EPCC libraries.

Materials can be returned to the Circulation Desk or placed in the book drops at any EPCC campus library.

Fines for overdue materials are 25¢ per day per item to a maximum of \$10.00 per item. There is a four day grace period per item from the date due before a fine is assessed. Forty days after the due date, Accounts Receivable will place the patron's registration and graduation records on hold until charges are settled. Patrons with overdue materials will not be allowed to check out additional items until the overdue materials are returned or paid.

The charge for lost library items will be the cost of each item plus a \$10.00 per item non-refundable processing fee.

ONLINE DATABASES

Online databases provide access to magazine, newspaper, and journal articles. Access is available both on and off campus. Examples of some databases are *Academic OneFile*, *Academic Search Complete*, *Gale Literary Sources*, *CQ Researcher*, *CINAHL Complete*, *Gale In Context: Opposing Viewpoints*, *Gale Literature Resource Center*, *Newspaper Source Plus*, *ProQuest Health Research Premium Collection*.

For a complete list of databases, go to <http://epcc.libguides.com/onlineatabases>

COMPUTERS & INTERNET

Multi-purpose computers with Internet and Microsoft Office (word processing software) are available on a first come, first served basis to users with a valid picture I.D. Priority is given to EPCC students, faculty and staff with a valid EPCC I.D. Students doing research have first priority.

Dedicated computers for the Catalog and Online Databases are also available near the Reference desk.

RESERVE MATERIAL

Instructors may place textbooks, class notes, practice tests, video materials, etc. on reserve at the Circulation Desk. This material is usually for library use only. Since most of this material belongs to the instructors, they determine any overnight use.

COPY MACHINES

There are three copy machines located in the Mission Library. Copies are 10¢ a page and can be made using either coins/bills or a Copy Card which is available for purchase by the Circulation Desk. Copy Cards cost \$1.00 (you pay 50¢ for the card and have a 50¢ credit on the card). Don't throw away your Copy Card as you can add money to it as needed.

PRINTING

Printing is available at the Library. Each printed page is 5 cents with a Copy card for black and white. Color printing is available at 25 cents per printed sheet. Copy cards may be purchased from our Copy Card machine for the price of \$1.00 (you pay 50¢ for the card and have 50¢ credit on the card). Don't throw away your Copy Card as you can add money to it as needed.

LIBRARIANS

One of the best resources in any library is your librarians. There is always at least one librarian on duty when the library is open, in person or virtually. Do not be afraid to ask for their assistance during any portion of your library research. Remember, the librarians are here to help you become independent, lifelong learners, and they will gladly help you learn how to access any of the resources you need. The Mission del Paso librarians are located at the Reference Desk.