Where is the Muskingum University Library?

- The library is located on the hill between the college entrance and the quad, across from Montgomery and Caldwell Halls (and the fountain!).

How can I get help?

- Ask a librarian! We're ready to help with any question, simple or complex.
- Call us at (740) 826-8152 or IM us right from our homepage.
- Come visit us! During the summer, a reference librarian is available on weekdays from 8 a.m. to 5:00 p.m. Ask for us at the main desk.
- Visit the library website for great research resources and tips.

Useful Links

- Library Website: http://www.muskingum.edu/home/library
- Muskingum Catalog: http://cat.opal-libraries.org/search~S16/X
- OhioLINK Catalog: http://olc1.ohiolink.edu/search/
- Searching Help: http://www.muskingum.edu/home/library/find/books.html
- Subject Guides: http://www.muskingum.edu/home/library/subject

Fall Library Hours

Monday - Thursday: 8 a.m. to 11 p.m.
Friday: 8 a.m. to 8p.m.
Saturday: 10:00 a.m. to 5:00pm
Sunday: 1:00 p.m. to 11:00 p.m.

Muskingum University Library

Graduate and Continuing Studies Student Guide

- How do I access the library’s resources?
- How do I get books from OhioLINK?
- How can I get help?
- What are the library’s policies?
- How do I print or copy?
Welcome to the Muskingum University Library

How do I access resources from off-campus?
- When you click on a link from the library’s webpage, it will prompt you for authentication. Use your name as it appears on your ID and the 14-digit barcode number on the back of your ID.
- If you experience any problems, contact us at 826-8152 or IM us!

How can I view my account information?
- Choose ‘My Account’ from the top menu on the library homepage and use your name and the 14-digit number on the back of your ID to log in.
- Choose ‘requests’ to see the status of items you’ve requested from OhioLINK or to cancel requests.
- Choose ‘checked-out items’ to view or renew items you have checked out.

How do I get books from OhioLINK?
- Use the OhioLINK catalog to locate the books you want: http://olc1.ohiolink.edu/search/
- Choose ‘request this item’.
- Select ‘Muskingum College’ as your location.
- Authenticate with your name and the 14-digit barcode number on the back of your ID
- OhioLINK books come in 2-3 days. We’ll email you at your Muskingum account when they arrive!

How do I print?
- You’ll need to have money on your print account. You can do this at the Business Office or at the library!
- When you try to print from a computer, it will prompt you for your Muskingum email ID and your password. Can’t remember yours? We can give you a temporary one!
- Printing costs $.10 a page.
- Photocopying costs $.05 a page—no need for dimes, we take bills or even checks!

What are the library’s policies?
- Graduate students may have 100 items checked out at a time.
- They can keep Muskingum books for 10 weeks and OhioLINK books for 3 weeks. They can renew materials up to 4 times.
- There is a $.50 charge per day for overdue books. You may not check out additional items if you have more than $10.00 in fines.
- Food are drink are welcome when consumed responsibly. No open plates or uncovered drinks, please.

TIP
Renew your materials online in the ‘My Account’ section!

TIP
Check your print balance online at:
http://www.muskingum.edu/home/campusresources/printbalance.html

TIP
http://www.muskingum.edu/home/library/about/policies.html

How much does it cost to print or copy?