**MONDOR-EAGEN LIBRARY**

ANNA MARIA COLLEGE

50 SUNSET LANE

PAXTON, MA 01612

<http://www.annamaria.edu/library>

**Online Student Information**

Welcome to the Mondor-Eagen Library! The Library staff has sent you via email a library barcode number, which you can use to access and/or borrow resources at the Library. The staff is available to assist with the use of library resources and materials. You may ask for assistance by calling the circulation desk at 508-849-3405 or the Reference Desk at 508-849-3473. Availability by email is at reference@annamaria.edu.

The Library has prepared a guide for online students that can be accessed on the library website. Click on the Online Students link on the left-hand navigation menu or access the guide at <http://libguides.annamaria.edu/onlinestudents>.

Research tutorials are also available on the Library’s website and are modeled on the research process. From the Library’s main page click on the Library Tutorials link on the left-hand navigation menu or access the tutorials at <http://libguides.annamaria.edu/librarytutorials>. Each step of the research process is a separate section. You can start and stop the tutorial at any time based on your learning needs.

**Interlibrary Loan for Online Students**

An Interlibrary Loan (ILL) service is available to current AMC students who need research materials not held by the Mondor-Eagen Library or are unavailable via the C/W MARS or State Virtual Catalog systems. An ILL Request Form is available on the library website by clicking on the box labeled “Interlibrary Loan” (<http://www.annamaria.edu/library>). ILL help may also be accessed by calling 508-849-3473 or emailing ill@annamaria.edu.

**Books or other physical materials:** Online students who are within driving distance to the Paxton, MA campus may request these items from the C/W MARS catalog, the State Virtual Catalog, or WorldCat for **pickup at the Library**. These items will have to be returned to the Library too. **The library will not mail items to online students.** Online students, who are not within driving distance, should utilize their local public libraries for books or other physical materials.

**Journal articles:** ILL requests for journal articles will be sent electronically to students via email or placed in a drop-box (instructions will be supplied on how to access the drop box). Journal articles are yours to keep.

**Please allow up to seven days for books or articles to be delivered.**

**Database Access**

Access the Library’s databases at <http://www.annamaria.edu/library> and select the Databases box. More than 70 databases across a variety of subjects are available to AMC students. Choose the Database Subject List tab on the next page, the easiest way to find a database based on your topic.

Sometimes you may be required to authenticate before accessing a database. Use your library barcode and password to access the database.

Please contact library staff should you have difficulty accessing our databases.