OBJECTIVE: The Library Field Kit provides basic information on Marine Corps Research Library resources, services, and policies for resident MCU students.

BORROW/RENEW/RETURN/OVERDUE

BOOKS, AUDIOBOOKS. Borrow a maximum 30 books at a time for 30 days each. Reference, Course Reserves, and Special Collections materials may be used onsite only.

DVDS. Borrow a maximum 5 DVDs at a time for 2 weeks each.

RENEW. MCU Students can renew each item for a maximum of 120 days each. Items on hold cannot be renewed. Recalled items cannot be renewed and must be returned.

RETURN. Return DVDs, CDs and Playaways INSIDE. Please don’t use the outside drop box!

OVERDUE? Borrowing privileges may be suspended until overdue items are returned.

HOLDS/INTERLIBRARY LOAN/LOST & FOUND/LOST & DAMAGED

HOLDS. Holds for items that are checked out can be placed online through your account. Holds cannot be placed on items listed in the catalog as available. Holds can also be placed in person or via phone.

INTERLIBRARY LOAN. No charge; may take 5-10+ days. Forms at Circulation Desk.

LOST & FOUND. Call (703) 784-4409 or visit the Circ Desk.

LOST & DAMAGED: Must be replaced by patron at their expense. Ask at Circ Desk.

PATRON COMPUTERS/LOGINS/WIFI/CELL PHONE POLICY

REMOVABLE MEDIA. Memory sticks/thumb drives/flash cards cannot be connected to Library computers. MCBUL 2010 network traffic monitoring; MCEN 293-08; MARADMINs 647/08 and 590/05.

PATRON COMPUTER LOGINS: MCU Students with an active .edu account can log in using a CAC. Other patrons must show DOD ID and register for a login (daily).

WIFI. Connect to MCCS_Wifi. Report any WiFi problems to Circ Desk.

CELL PHONE POLICY. Please use cell phones in Café and Foyer areas ONLY. The Library has great acoustics and cell phone use throughout the building disturbs other patrons.

PRINTERS/COPIERS/SCANNERS

PRINTERS: Two patron printers available on the main deck in the Patron Computer Lab.

COPIERS: For Library resources only. Not personal paperwork or service record books, etc.

SCANNERS: Two patron desktop scanners available in the Patron Computer Lab.

FOOD & DRINK/TOBACCO/STUDY ROOMS/EQUIPMENT/CHECKING OUT

FOOD & DRINK. Allowed in Café area and some meeting rooms. Water bottles and drinks with secure lids that prevent spillage are allowed at computer workstations.

SMOKING, VAPING, CHEWING TOBACCO. No, per federal regulations.

STUDY ROOMS. Available on a first-come first-served basis. Ask at Circ Desk.

EQUIPMENT. Headphones and some computer accessories available at Circ Desk.

CHECKING OUT. Please don’t PCS with our library books! All patrons are responsible for returning library items and clearing their accounts before leaving MCB Quantico.
DATABASE ACCESS

1) A-Z Databases page.
   https://grc-usmcu.libguides.com/az.php
3) Moodle Library page.
   https://usmc.usalearning.net/login/index.php
4) Library Catalog. For best results login to your account first:
   https://usmc.primo.exlibrisgroup.com/discovery/search?vid=01USMCU_INST:USMC

ONSITE ACCESS

- No login required (some exceptions.)
- Library, GRC, and Warner Center patron and staff computers are considered ONSITE.

OFFSITE/REMOTE ACCESS

- Login required. Use your library barcode.
- Offsite access is authorized for MCU students, faculty, and staff only (indicated by red padlock icon.)
- MCCS_WiFi, mobile, home, and networks not listed above are considered OFFSITE/REMOTE.

LIBRARY WEBSITE

- https://grc-usmcu.libguides.com/library

FACEBOOK

- Library/GRC closings, holiday and other notices will be posted here first.
  https://www.facebook.com/USMCResearchLibrary

MCU STUDENT PAPERS

- Information and access to MCU student papers. https://grc-usmcu.libguides.com/mcu-student-papers-current

FY2019-2020 SUBSCRIPTION DATABASES

These databases can be used by anyone in the Library. Remote access is reserved for MCU students, faculty, and staff.

Alexander Street Press Global Issues Library
Chicago Manual of Style Online
CIAO (Columbia International Affairs Online)
Columbia Gazetteer of the World
Congressional Digest
Credo Reference
Ebook Central (ProQuest)
EBSCO Databases - MCU Library Edition
   Academic Ebook Collection; Academic Search Premier; America History & Life; Historical Abstracts Full Text; ISCTRC (International Security & Counter Terrorism Reference Center); Middle Eastern & Central Asian Studies; Military & Government Collection; World Politics Review
FBIS 1974-1996 (Foreign Broadcast Information Service Daily Reports)
Inside Defense
Jane’s Online
JSTOR Arts & Sciences; Business Collection; Security Studies
LexisNexis Academic
Military Periscope
Oxford Reference
Praeger Security International
ProQuest Central
   ABI/Inform Complete; Advanced Technologies & Aerospace; Arts & Humanities; Congressional Publications, Dissertations & Theses Global; DNSA (Digital National Security Archive); East and Central Europe; Engineering; Environmental Science; Health & Medical; History Vault; Lehterneck Magazine (1921 - present); Marine Corps Gazette (1916 - present); Materials & Physical Sciences; Middle East Newsstand; Military Collection; New York Times (1980 - present); News & Newspapers (U.S. Dailies); Periodicals Archive Online; Policy File Index; Political Science Collection; Research Library; Trench Journals & Unit Magazines of the First World War; Wall Street Journal Online (1984 - present); Washington Post Historical Newspapers (1877 - 1991)
RefWorks
Stratfor
Times London Digital Archive 1785 - 1985
TRAC (Terrorism Research & Analysis Consortium)
USDDO (US Declassified Documents Online)