OBJECTIVE: The Library Field Kit provides basic information on MCU Research Library resources, services, and policies for MCU Students ONLY.

BORROW/RENEW/RETURN/OVERDUE
BORROW BOOKS: up to 30 books at a time for 30 days each. Reference and Special Collections materials may be used in the Library only.
BORROW DVDS: up to 5 DVDs at a time for 2 weeks each.
RENEWALS: MCU Students can renew up to 3 times. Items on hold cannot be renewed.
RETURNS: Return DVDs, CDs and Playaways to the Circ Desk – not the dropbox outside.
OVERDUES: Borrowing privileges may be suspended until overdue items are returned.

HOLDS/INTERLIBRARY LOAN/LOST & FOUND/LOST LIBRARY ITEMS
HOLDS: Holds must be placed in person or via phone.
INTERLIBRARY LOAN: No charge; may take 5-10+ days. Forms at Circ, Reference Desks.
LOST & FOUND: Call (703) 784-4409 or visit Circ Desk.
LOST LIBRARY ITEMS: Replaced at patron’s expense. Inquire at Circ Desk.

COMPUTERS/LOGINS/WIFI/CELL PHONES
COMPUTERS: The Library complies with MCBUL 2010: network traffic monitoring and MCEN 293-08: memory sticks/thumb drives/flash cards cannot be connected to Library computers. Violations are reported to Command authorities.
COMPUTER LOGINS: Active .EDU account holders can log in directly using a CAC. If your CAC doesn’t work with our patron computers, contact MCU IT Help Desk. All other patrons must show DOD-issued ID and register for username/password (daily).
WIFI: Provided by MCCS. Hardwired connections to MCCS WIFI are available.
CELL PHONES: Cell phone use allowed in Café and Foyer areas only. Be advised: Library acoustics are great, and others may be privy to or disturbed by your conversation.

PRINTERS/COPIERS/SCANNERS
PRINTERS: Two Ricoh printers on main deck. Computers generally print to the unit located on the same side of the room.
COPIERS: For Library resources only, not personal paperwork or service record books, etc.
SCANNERS: Active .EDU account holders can scan on Ricoh printers (CAC required).

FOOD & DRINK/TOBACCO/STUDY ROOMS/EQUIPMENT/CHECKING OUT
FOOD & DRINK: Both allowed in Café area and some meeting rooms. Water bottles and drinks with secure lids that prevent spillage allowed at computer workstations.
SMOKING, VAPING, CHEWING TOBACCO: No.
STUDY ROOMS: Available on a first-come first-served basis. Inquire at Circ Desk.
EQUIPMENT: Cables for WIFI hardwired stations and headphones available at Circ Desk.
CHECKING OUT: Students leaving MCU are responsible for clearing their account, and those of any family members, before departure. Please don’t PCS with our library books!
ABOUT DATABASES

The MCU Research Library subscribes to databases specifically for MCU Students, Faculty & Staff.

HOW TO ACCESS

Access these databases in 3 main ways:

1) **Library website:** https://grc-usmc.libguides.com/library
   A-Z Database List page shows more online resources. Journal Portal lists individual journals and availability.

2) **Moodle Library page:**
   https://usmc.usalearning.net/login/index.php

3) **Library catalog database article links:**
   https://libraryofthemarinecorps.on.worldcat.org/discovery
   Manage your Library account via the Sign in link.

OFFSITE/REMOTE/MCU Students, Faculty & Staff Only

- OFFSITE use of these databases is authorized for MCU students, faculty, and staff only. Website indicator: red padlock icon.
- LOGIN REQUIRED. Use your library barcode and user-created password.
- MCCS WiFi and other computer connections outside the Libraries, GRC, and Warner Center are considered OFFSITE/REMOTE.

ONSITE

- No login required, some exceptions.
- Computer connections from Library, GRC, and Warner Center computers are ONSITE connections.

MCU RESEARCH LIBRARY FACEBOOK

- https://www.facebook.com/USMCRResearchLibrary
  Library and GRC closing and holiday notices are posted here first.

LIST OF SUBSCRIPTION DATABASES

Chicago Manual of Style Online
CIAO (Columbia International Affairs Online)
Columbia Gazetteer of the World
Congressional Digest
Credo Reference
Ebook Central
EBSCO DATABASES - MCU Library edition
   - Academic Search Premier; Historical Abstracts; ISCTRC (International Security & Counter Terrorism Reference Center); Military & Government Collection
GALE NewsVault
IngentaConnect
Inside Defense
Jane's Online
JSTOR
LexisNexis Academic
NewsBank
   - Access World News; Air Force Times (1999 - present); America’s Obituaries & Death Notices; Army Times (1999 - present); Foreign Broadcast Information Service Daily Reports 1974-1996 (FBIS); Marine Corps Times (1999 - present); Navy Times (1999 - present)
Oxford Reference
Praeger Security International
Project Muse
ProQuest Congressional Publications
ProQuest Databases
   - ABI/Inform Complete; Dissertations & Theses Global; DNSA (Digital National Security Archive); Leatherneck Magazine (1921 – 1997, 1998 - present); Marine Corps Gazette (1916 – 1993, 1994 - present); 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)
ProQuest History Vault: WW2 and Vietnam War
RefWorks
Stratfor
Taylor & Francis Online
Times London Digital Archive (1785 – 1985)
TRAC (Terrorism Research & Analysis Consortium)
USDDO (US Declassified Documents Online)