

## Hours

### **P.H. Welshimer Memorial Library**

#### **Regular Semester Hours:**

Monday-Thursday 8am to 12 midnight

Friday 8 am to 5 pm

Saturday 11 am to 5 pm

Sunday 2 pm to 12 midnight

#### **\* Research/Reference Hours**

Monday-Thursday 8 am to 10 pm

Friday 8 am to 5 pm

#### **Summer Hours:**

Monday-Thursday 8 am to 5:00 pm

Friday 8 am to 12 pm

#### **Holiday and Break Hours:**

Monday-Friday 8 am to 5 pm

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### **Seminary Library**

#### **Regular Semester Hours:**

Monday 7:30 am to 10 pm

Tuesday 7:30 am to 9 pm

Wednesday 7:30 am to 9 pm

Thursday 7:30 am to 10 pm

Friday 7:30 am to 4 pm

Saturday 11 am to 5 pm

Sunday closed

#### **Research /Reference Hours**

Monday-Thursday 8 am to 5 pm



Friday 8 am to 4 pm

Please consult the Milligan College academic calendar (<http://www.milligan.edu/academics/#schedules-anchor>) for begin and end dates of each semester.

Please contact us for the most current information.

Rev. 9/2015

P.O. Box 600  
200 Blowers Boulevard  
Milligan College, TN  
423.461.8703 | 423.461.1540  
<https://library.milligan.edu>

 Milligan College Library  
 MilliganLibrary  
 <https://library.milligan.edu/blog/>

## Milligan College Libraries


### Guidelines for Community & Alumni Borrowers



P.O. Box 600  
200 Blowers Boulevard  
Milligan College, TN 37682

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**MILLIGAN  
COLLEGE**  
*Academic excellence since 1866*

# Welcome to Milligan College P.H. Welshimer Memorial Library and Seminary Library!

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## Welcome!

Milligan College P.H. Welshimer Memorial Library and Seminary Library are pleased to offer borrowing privileges to Milligan College and Emmanuel Christian Seminary alumni and members of the surrounding community.

To obtain borrowing privileges, please visit the libraries during weekday **research /reference hours.\* Presentation of a current photo identification** (driver's license, military ID, school ID) **and an item with a current local home address** (personal check, pay stub, utility bill, postmarked mail, lease agreement, etc.) are required to gain borrowing privileges.

Borrowing privileges begin upon successful registration. All alumni and community borrowers will receive a laminated ID which serves as a library card. These cards are created by the Milligan Information Technology department and will be sent to the Library once printed. When the Library receives your ID card from the IT department, a library staff member will notify you that it is ready for pickup at either the Welshimer Library or the Seminary Library circulation desk. In order to continue borrow-

ing library items, **please use this laminated ID** as your library card for all subsequent checkouts. All borrowers must present a library card each time they check out library material.

The person to whom the card is issued is responsible for all activity on the card, including lost and/or damaged items. Alumni and community borrower library cards expire after **one year** but may be renewed indefinitely.

We encourage our users to begin looking for library materials by first searching the online library catalog on the library's website. However, do not hesitate to ask library staff for assistance in finding materials.

Items are checked out at the Circulation Desk on the main floor of the Welshimer Library or the Seminary Library. Return materials either to the Circulation Desk or to the outside book returns of Welshimer Library or the Seminary Library when the libraries are closed.

You may renew your items in person or via telephone (423.461.8703 or 423.461.1540). Due dates are included on the receipt provided upon checkout. Overdue notices are sent via email as a

courtesy once materials are overdue. Milligan College Libraries do not charge daily fines for overdue items. However, if items are seriously overdue, lost, or damaged, we reserve the right to forward your account information to the Milligan College Business Office for billing. The amount billed will include the replacement cost of the item(s) plus a \$20.00 processing charge per item. All borrowing privileges will be suspended until the bill is paid.

## Community Borrower Privileges

**Books:** 30 days **Bestsellers:** 14 days  
Limit twenty (20) items with one renewal per item.

## Local Alumni Borrower Privileges

**Books:** 30 days **Bestsellers:** 14 days  
Limit twenty (20) items with one renewal per item. **DVDs & CDs:** 7 days  
Limit ten (10) items with one renewal per item.

Consult the "Frequently Asked Questions" section of the Milligan Libraries' website for more information about our guidelines and policies.

Welcome to the Milligan Libraries! We look forward to serving you.