

## Hours

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

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

Monday-Thursday 7:45am to 12midnight

Friday 7:45am to 5pm

Saturday 11am to 5pm

Sunday 2pm to 12midnight

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

Monday-Thursday 8am to 10pm

Friday 8am to 5pm

#### **Summer Hours:**

Monday-Thursday 8am to 5:00pm

Friday 8am to 12noon

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

Monday-Friday 8am to 5pm

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### **Emmanuel Christian Seminary Library**

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

Monday-Thursday 7:45am to 10pm

\*Closed 10:55-11:55am Tuesday & Thursday

Friday 7:45am to 5pm

Saturday 11am to 5pm

Sunday 2pm to 5pm

#### **Summer Hours:**

Monday-Thursday 8am to 5:00pm

Friday 8am to 12noon

Please consult the Milligan 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.

#### **Welshimer Library**

P.O. Box 600

200 Blowers Boulevard

Milligan College, TN

423.461.8703

<https://library.milligan.edu>

#### **Emmanuel Christian Seminary Library**

1 Walker Drive,

Johnson City, TN 37601

423.461.1540

<https://library.milligan.edu>

## Milligan Libraries

### Guidelines for Community & Alumni Borrowers



 Milligan College Library

 MilliganLibrary

 MilliganLibrary

 <https://library.milligan.edu/blog/>

# MILLIGAN

## Welcome to Milligan's P.H. Welshimer Memorial Library and Emmanuel Christian Seminary Library!

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### Welcome!

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

To obtain borrowing privileges, please visit the Welshimer library during weekday **research /reference hours** or the Seminary library whenever open.

**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 an 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 borrowing library items, **please use this 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 will be shown on an email sent to you after checkout.

Overdue notices are sent via email as a courtesy once materials are overdue. Milligan 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 Business Office for billing. The amount billed will include the replacement cost of the item(s) and a possible \$15 processing fee. All borrowing privileges will be suspended until the bill is paid.

### Community Borrower Privileges

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

### Local Alumni Borrower Privileges

**Books:** 30 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.