

“My Library”). In order to renew your items online, type your name and barcode number from your library card into the appropriate fields and click “Submit.”




Due dates are included on the receipt provided upon checkout. Overdue notices are sent via email as a courtesy once materials are overdue.

The Milligan College Library does 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.

The Library’s list of Frequently Asked Questions, available on the library webpage (<http://library.milligan.edu/faq>), provides a more thorough discussion of the library’s guidelines and policies.

Welcome to the Milligan College Library! We look forward to serving you.

P.O. Box 600  
200 Blowers Boulevard  
Milligan College, TN 37682  
423.461.8703

 Milligan College Library  
 MilliganLibrary  
 milliganlibrary.wordpress.com

## Hours

### Regular Hours (Fall and Spring Semester):

#### Monday-Thursday:

8am—12 midnight

#### Friday:

8 am—5 pm

#### Saturday:

11 am—5 pm

#### Sunday:

2 pm—12 midnight

### Summer Hours:

#### Monday-Thursday

8 am—5:00pm

#### Friday

8 am—12 pm

### Holiday and Break Hours:

#### Monday-Friday

8 am—5 pm

The library closes at 5 pm the day before breaks begin and is open 6 pm to midnight the night before classes resume.

Please consult the Milligan College academic calendar ([www.milligan.edu/academics/calendar.html](http://www.milligan.edu/academics/calendar.html)) for beginning and end dates of each semester. Summer and break hours are subject to change and may vary. Please contact us for the most current information.




Rev. 4/2014

# P.H. Welshimer Memorial Library

Guidelines for Community,  
Alumni, and Emmanuel Christian  
Seminary Borrowers



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

# Welcome to the P.H. Welshimer Memorial Library at Milligan College!

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## Welcome

The P.H. Welshimer Memorial Library at Milligan College is proud to offer borrowing privileges to Milligan alumni, members of the surrounding community, and currently-enrolled students at Emmanuel Christian Seminary (ECS).

To obtain borrowing privileges, please visit the library during our regular **research hours** (Mon-Thu 8 AM–10 PM, Fri 8 AM–5 PM, Sun 7–10 PM during semesters, Mon-Thu 8 AM–5 PM; Fri 8 AM–12 PM during summers, holidays, and breaks; hours may vary). You must provide **current identification with a local home address** (driver's license, personal check, pay stub, utility bill, postmarked mail, lease agreement, etc.) to gain borrowing privileges. ECS students should also bring their current ECS ID cards, as the ECS ID will serve as their Milligan library card.

Effective Summer 2012, alumni and community borrowers **will not** receive a library card at the time their accounts are created. All alumni and community borrowers will receive a laminated ID which serves as a library card, but these cards are created the Milligan Information Technology department and must

be sent to the Library once printed. When the Library receives your laminated ID card from the IT department, we will keep it at the circulation desk, and will present it to you upon your next visit to the Library. In order to continue borrowing 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 loss and/or damage to items. Alumni and community borrower library cards expire after **one year** but may be renewed indefinitely. ECS borrowing privileges expire after one year, or the end of the student's enrollment at ECS, whichever is sooner.

We encourage our users to begin looking for library materials by first searching the online library catalog, which is accessible through the Catalogs link on the library homepage (<http://library.milligan.edu>). However, do not hesitate to ask library staff for assistance in finding materials.

You may check out items at the Circulation Desk on the first floor of the

library. Return materials either to the Circulation Desk or to the return slot to the left of the front door when the library building is closed.

## Policies

Community borrowers, local alumni, and ECS students may check out lending books for **thirty (30) days**, and library bestsellers for **fourteen (14) days**. Books may be renewed once for an additional 14-or-30-day lending period if other users have not placed holds on them.

In addition to books, local Milligan alumni and ECS students may check out **DVDs, videos, and CDs** for **seven (7) days**. (Community borrowers may not check out DVDs, videos, or CDs.) These items may be renewed once if they are not on hold for other users.

Local alumni, community borrowers, and ECS students may check out up to a total of **twenty (20) items** at one time. Alumni and ECS students may check out up to **ten (10) DVDs** at one time.

You may renew your items in person, via telephone (423.461.8703), or online through the library catalog (Click the "View your patron record" link under