Quick Guide to the Library

Circulation Desk: x7557
Reference Desk: x7567

Library Hours:
- Mon.-Thurs.: 8:00 am – 1:00 am
- Friday: 8:00 am – 6:00 pm
- Saturday: 10:00 am – 6:00 pm
- Sunday: 11:00 am – 1:00 am

FINDING BOOKS

Where it's at:
3rd floor: A-PQ, oversize books, children’s collection, archives
2nd (main) floor: PR-Z, reference collection, browsing collection
1st floor: Journals, government documents, audiovisual materials

MnPALS, the library’s online catalog:
- From the library’s homepage, under Search Resources, click on “Books & More.”
- On the next screen, the first link on the page will take you into MnPALS.
- Once you are in MnPALS, you’ll see that the computer is set to search for books at Gustavus. (You can change that and search other libraries if you want.)

REFERENCE

Librarians are available at the reference desk from 9:00 am – 10:00 pm Monday through Thursday, 9:00 am – 5:00 pm on Friday, 10:00 am – 5:00 pm Saturday, and from 12:00 noon – 8:00 pm Sundays. We can help you find answers to specific questions or brainstorm with you about how to approach an assignment. Come in person for one-on-one help or call the desk at x7567.

CHECKING THINGS OUT

You can check books out for six weeks at the circulation desk using your ID card. Browsing Collection books can be checked out for two weeks. Videos may be checked out for 24 hours. Journals and reference books cannot be checked out. Reserve materials, placed behind the counter by a teacher for a course, can be checked out for a short period of time — generally two hours — to be used in the library.

INTERLIBRARY LOAN

If we don’t have the books or articles that you need, we can get them from other libraries. Generally, we are able to get materials here in about a week.

PHOTOCOPYING

There are three public photocopiers in the library, one on each floor. You must use your ID card to make copies, which cost 5 cents per page. There is a value center machine on the main floor for putting money on your card.

COMPUTERS

There are some computers for searching MnPALS and other databases near the reference desk, and others throughout the library that can be used for word processing and other applications. There are two electronic classrooms. When the classrooms are not reserved for a class, you can use them as open labs.