

# WELCOME to the BSC Library

There is something for everyone at the BSC Library!

In a relaxed and friendly atmosphere, the Bismarck State College Library offers:

- Professional, experienced librarians and staff
- Information resources in a variety of formats
- Information Skills classroom
- Internet and e-mail access

The BSC Library is a member of ODIN (Online Dakota Information Network), a statewide library network which links many North Dakota libraries.

Art exhibits in the library's Gannon Gallery will also enrich your visit.

Community members are welcome to use our library and to apply for a library card.



## HOURS

### Academic Year

Monday-Thursday ...7:30 a.m.-9 p.m.  
 Friday .....7:30 a.m.-4 p.m.  
 Saturday.....Closed  
 Sunday.....4-8 p.m.

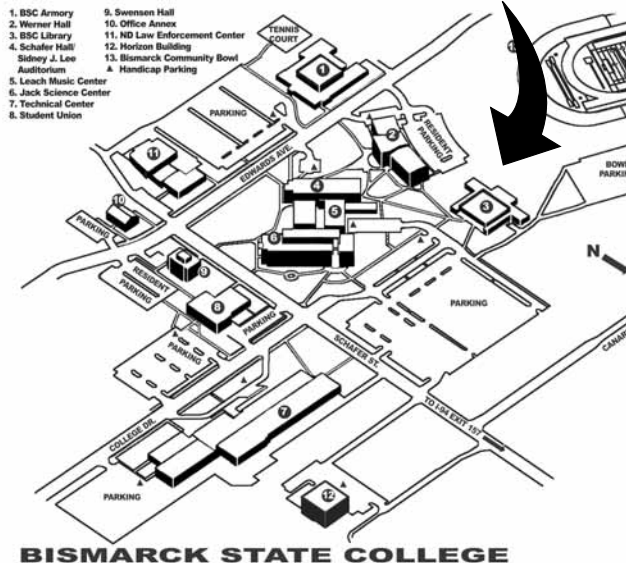
### Summer Hours

Monday-Thursday ...7:30 a.m.-4 p.m.  
 Friday .....7:30 a.m.-3 p.m.  
 Saturday.....Closed  
 Sunday.....Closed

Interim/holiday hours and other changes are posted, or are available by calling (701) 224-5450 or (800) 445-5073.

ODIN and online databases available 24/7

## Bismarck State College Library



**Bismarck State College Library**  
 1500 Edwards Avenue  
 PO Box 5587  
 Bismarck, ND 58506-5587

Phone: (701) 224-5450  
 Toll-free: (800) 445-5073  
 Fax: (701) 224-5551

[www.bismarckstate.edu/library](http://www.bismarckstate.edu/library)

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**Your  
 LIFETIME Link  
 to Learning**

# Something for Everyone @ BSC Library



- Books • Newspapers
- Magazines & Journals
- ODIN Online Catalog
- Electronic Online Databases
- Audiovisual Media
- Internet Access



# RESOURCES & Services

- ODIN (Online Dakota Information Network) Online Catalog
- Multi-disciplinary Online Databases
- Journals, Magazines, Newspapers
- CDs, DVDs, Videos, Microfilm
- Career Collection
- Children's Collection
- BSC Archives
- North Dakota Career & Technical Curriculum Library
- Bibliographic Instruction and Tours
- Interlibrary Loan (for current BSC students, faculty, and staff)
- Internet and E-mail Access
- Microsoft Suite (Word, Excel, Access, PowerPoint)
- Information Skills Classroom
- Meeting and Study Rooms
- BookTalk at BSC Discussion Series
- Gannon Art Gallery
- Photocopiers, Printers, Fax

## WIRELESS Access

Wireless access will be available in the library soon. Wireless access is already available in several campus locations.

For detailed information, contact the BSC Help Desk: (701) 224-5442; 129D Schafer Hall; <http://www.bismarckstate.edu/computers/>



# BSC LIBRARY CARD

## Your Key to Information

The BSC Library may be used by BSC students, faculty, staff, and other community users. A current library card is required to check out library materials or to access our databases from off-campus. Anyone is welcome to use library materials in the building.

For BSC students, faculty, and staff, **your BSC photo ID is your library card**. The library barcode number is on the back of the photo ID card.

To get your BSC photo ID or community library card, stop by the BSC Library during regular library hours.

- **BSC students and employees** must present proof of identification (e.g., driver's license) and official documentation of the EMPL # (Students: This is your W number).
- **North Dakota residents** have courtesy borrowing privileges at the library. Courtesy borrowers do not have interlibrary loan privileges. North Dakota residents must present a current North Dakota driver's license in order to get a borrower's card.
- **BSC distance education users (students and faculty)** may order a card online by visiting the Off-Campus Services section of the library Web site.

## FINDING Information

**ODIN** (Online Dakota Information Network) is a shared online catalog that includes resources owned by the BSC Library and many other North Dakota libraries. You can search ODIN without signing in, but signing in allows you to view your personal account information, renew items online, place requests for interlibrary loan, and more.

### DATABASES (Articles & More)

The BSC Library subscribes to several multi-disciplinary databases. To access these resources from off-campus, you will be prompted to sign in.

# SIGN-IN Basics

To sign in to the ODIN catalog or databases, use your 14-digit library card number (barcode) and password (your last name; not case sensitive).

Example:

- Login: 23103000999999
- Password: yourlastname

If you need help accessing the online indexes or signing in to ODIN, call the library locally at (701) 224-5450 or toll-free at (800) 445-5073, OR send us an online question from the Web site.

## LOAN Periods

General materials – 28 days

Media (DVDs, CDs, Videos) – 14 days

Reserve materials – Varies

Reference sources, BSC Archives materials, microfilm, magazines, journals, and newspapers do not circulate.

## RENEWALS

Most general circulating materials can be renewed for two additional loan periods unless another borrower has requested them. Most items can be renewed online. You may also request renewals in person or by telephone.

## FEES

Although we do not assess fines for overdue materials, we do expect materials to be returned on time and in good condition. When materials are three weeks late, they are considered lost and the borrower is billed. Library privileges are also suspended until the matter is resolved.

Failure to respond to notices about long overdue materials will result in collection action and holds on college records.

The per item fee for lost or damaged materials is the full replacement cost + a \$20 processing fee.