

*Outline of the Library of Congress
Classification System*

A-AZ	General Works
B-BX	Philosophy. Psychology. Religion
C-CT	Auxiliary Sciences of History
D	History: General & Old World
DA-DX	History By Country
E-	America, United States (General History)
F-	U.S.A. (Local History)), Canada. Latin America
G-GV	Geography. Anthropology, Sports
H-HX	Social Sciences, Economics. Business. Sociology
J-IX	Political Science, Constitutional History, International. Relations
K	Law
L-LT	Education
M-MT	Music
N-NX	Fine Arts
P-PA	Philology & Linguistics. Classical Languages, & Literature
PB-PM	Other Languages & Literatures
PN	General & Comparative Literary History
PQ	Romance Literatures
PR	English Literature
PS	American & English Canadian Literature
PT	Germanic Literatures
Q	Science
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History
QK	Botany
QL	Zoology
QM	Human Anatomy
QP	Physiology
R	Medical Sciences, Psychiatry
S	Agricultural
T	Technology & Engineering Sciences
U	Military Science
V	Naval Science
Z	Bibliography & Library Science



Adam Cardinal Maida Alumni Library

proudly serves

SS. Cyril & Methodius Seminary

St. Mary's Preparatory

Orchard Lake Schools Community

Main Phone: 248-706-4211

www.orchardlakelibrary.com

Email: Library@sscms.edu



Welcome — Witamy

The Adam Cardinal Maida Alumni Library is here to serve you! This brochure will introduce you to the many resources available here, as well as inform you about our policies regarding your privileges and responsibilities as a Library user.

Our staff is always interested in helping you use our collection to your best advantage. ***Don't be shy!*** Please ask for any assistance if you need it.

Library Hours

Monday—Thursday	8:00 am — 6:00 pm
Friday	8:00 am — 4:00 pm
Saturday & Sunday	— CLOSED

The Library is closed for **most** major religious and federal holidays. Please check the website, www.orchardlakelibrary.com for updates.

Eligibility for Library Usage

Students, faculty and staff of the Orchard Lake Schools may fill out a Library form upon showing a current school identification card. The I.D. card will serve as a Library card, and may be used with a current driver's license at many of the Detroit Area Library Network (DALNET) libraries, as well as Sacred Heart Major Seminary's Szoka Library.

Students visiting the Library from a consortium school need only show their current home campus I.D. and driver's license to check out books here. Friends of the Library are asked to give a \$35.00 annual donation in support of the Library in return for their Library cards.

Please Note: For your own protection, never loan your Library card to another person. Check books out only for yourself, not for friends or relatives!

Quiet, Please!

Please be respectful of your neighbor, and try to keep voices low. While the Library is the heart of the campus, please understand that many students and faculty use this space for study and reflection. **NO FOOD OR UNCAPPED BEVERAGE IS ALLOWED IN THE LIBRARY. WE THANK YOU FOR YOUR ATTENTION AND COOPERATION— BLESS YOU!**

Book Sale

The Library accepts book donations of all subject areas. Books that are duplicates or materials pertaining to subjects not covered by our collection development policy are offered for sale on the Used Book Sale shelves. All proceeds from the book sales go towards the support of the Library. **Hardcover: \$1.50 Paperback: \$.75, unless marked differently.**



Thank You

The Adam Cardinal Maida Alumni Library is pleased to serve you! We believe that the Library is truly a collaborative effort and this includes direct input from our clients. We welcome ideas, suggestions, compliments and criticisms. If you have an issue to discuss, please ask to speak to the Librarian on duty. We hope you will find our collection useful and helpful in your pursuit of knowledge.

Adam Cardinal Maida Alumni Library
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Orchard Lake, MI 48324

Phone: 248-706-4211
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Caryn Noel, Library Director
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Materials from Other Libraries

Consortia Libraries accept the current seminary I.D. card for borrowing materials. See Eligibility for Library Usage.

ILL (Inter-Library Loans) are available for materials not available in our collection. Some institutions charge for this service, and any fees are paid by the borrower. Forms for this service are available at the circulation desk. You may also access the form electronically, through the Library website: <http://www.orchardlakelibrary.com/catalogs/interlibrary-loan>.

Infopass forms are available for Seminary students and faculty at the circulation desk. The Infopass is issued for use in borrowing books at participating libraries when materials are not available at Library. It is the borrower's responsibility to return materials to the Library where items are borrowed and to pay any fees or fines incurred. Most Infopasses are issued for use at many research institutions. **Ask a Librarian for details! Great for college research!**



Miscellaneous Library Services

Book Orders: Suggestions for Library purchases are always welcomed. Ask for an order suggestion form at the Circulation desk or use our online form <http://www.orchardlakelibrary.com/contact/submit-a-request/>

When You Can't Locate Your Material: Notify a Library staff member at the circulation desk, if you cannot find the resource you need.

Printing & Photocopies: Printing is \$.10/page. Black & White photocopies are available for \$.10/page & \$.25/page for color copies.

Computer Access: The Library has Wi-Fi accessibility throughout the first floor. Eligible students, staff, alumni and guests are welcome to use the Reference computers. **Guests to OLS must sign in at the Reference Desk to use Library resources. Denial of access is completely within the rights of the Librarian on duty.** The Library uses monitoring software and utilizes CIPA approved filters. Downloading is unauthorized and can lead to loss of Library privileges.

Responsibility of Library Use

The Adam Cardinal Maida Alumni Library has collected and maintained materials for over 125 years. Many materials are irreplaceable. To ensure that materials are suitable for enjoyment in years to come, please treat each item with care.

Overdue, Lost, and Damaged Materials

If you fail to renew the item, on the 29th day, overdue fees are **.25 cents per item** per day except for audio-visual materials, which are **\$1.00 per day per item**. The book return box is always available for materials that must be returned when the Library is closed. The minimum penalty per returned item is **\$50.00 per item**. In the event that the item is lost or destroyed, the maximum charge would be replacement cost (including shipping and handling) plus a processing fee of \$25.00.

Failure to return Library materials or pay Library fines may incur the loss of Library privileges, withholding of report cards, academic transcripts, and/or other academic penalties.



Resources Available

The Library has a collection of approximately 94,000 books, 150 current periodical subscriptions, and 20,000 microfiche. In addition to the vast range of subject material available in print, the Library offers students a variety of VHS tapes, DVDs, audio books, and CDs. The audio/video materials offered are complementary to the course offerings at the seminary.

Note: Periodicals are treated as reference materials and may not be removed from the building.

Using the Catalog

Before you begin your research, please take a minute to acquaint yourself with the home page of the Library catalog. All materials are searchable through the on-line catalog by author, title, subject or keyword. If you need assistance in your search, please do not hesitate to ask the Library staff.

The catalog is accessible after Library hours via the Library website: <http://www.orchardlakelibrary.com/> then select **Library Catalog** from the left hand sidebar. Voila! Let the search begin!

The on-line catalog has several features that are helpful. On the home-page, please note the 5 tabs. They allow you to see what's new in the collection, manage your account and give you access to the ALTA and CPI databases. These features will save you time, allow you to renew certain Library items and take control of your research. If you would like a quick tutorial, please ask any of the Library staff.

Special Collections

Audio-Visual Materials

Students, faculty, and staff may borrow audio-visual materials for a four-week period, with the exception of videos and DVDs. If a student requires an audio-visual item for a classroom presentation, arrangements may be made through an instructor. Students may check out videos or DVDs on Fridays. They must be returned by the following Monday by noon. **Failure to return videos or DVDs on time results in a \$1.00 fine per title per day.**

Polish Language Collection

The Library has over 10,000 volumes of books, fiction and non-fiction, that are in the Polish language. Excluding reference and journals, they can be checked out for a 28 day period.

Rare Books

This collection includes all Polish books published prior to 1945, books signed by well known authors, and books that are determined to be rare by virtue of their scarcity, age or value. These books can be used in the Library only. An I.D. is required to be held by the Library staff until the patron is finished with the book.

Database Resources

ATLA RELIGION: This full-text database supports religious and theological scholarship in graduate education and faculty research. It covers all aspects of world religions: Buddhism, Christianity, Confucianism, Hinduism, Islam, and Judaism.

CPLI RELIGION: This service supports religious and theological scholarship in graduate education and faculty research. It is the computerized version of the Catholic Periodical and Literature Index.

**Log in from the Library computers to access these databases.
Remote access available for OLS students and faculty ONLY.**

MICHIGAN e-LIBRARY: The Michigan e-Library (MeL) is an anywhere, anytime information gateway to selected internet resources, full-text periodicals (which includes *America*, *National Catholic Reporter* and *U. S. Catholic*) and audio and electronic books. It is free and available to any Michigan resident and to participating students

AS OF MARCH 2011, THE MAIDA LIBRARY IS AN ACTIVE PARTICIPANT IN MeLCat, where patrons can order materials from home and have them delivered here for quick access! **Ask a Librarian for more details!**



Additional Reference Sources

The Library orders materials that complement specific concentrations of study offered at SS. Cyril and Methodius Seminary and St. Mary's Preparatory. We have extensive materials available on topics in theology and philosophy.

Ask the Librarian for assistance in locating reference materials such as discipline specific encyclopedias, periodical guides and other related materials.