

General Hours:

Monday - Friday: 8 am to 10 pm

Saturday: 9 am to 5 pm

Sunday: Closed

Hours are subject to change during holiday and other breaks. Official hours posted online: <http://www.ocean.edu/library/hours.htm>

Contact us!

Main number: 732-255-0392

Circulation desk: 732-255-0400, ext 2247, 2151, or 2241

Reference desk: 732-255-0400, ext 2287

Fax: 732-864-3869

Course reserves

Course materials may be placed "on reserve" by an instructor. These materials are available behind the Circulation desk and must be used inside the Library unless otherwise specified by the instructor. A valid College ID is required to access these items.

Group Study Rooms

Group Study Rooms are available on a first-come, first-served basis, but priority is given to groups. Individuals may be asked to leave the room if a group is waiting.

Don't see what you're looking for? Try an interlibrary loan!

Interlibrary loan services are available to request books or articles not owned by the Library. An online request form is available on the Library's homepage. Paper request forms are available at the Circulation desk.



Welcome to the Library!

Helpful staff is available to acquaint you with the resources and services that support your studies at the College. The Library provides approximately 80,000 books, periodicals, and audiovisual materials, as well as specialized databases and Internet access for your use.

Keep your Library card up to date!

A current, up-to-date, OCC identification card serves as your Library card. **ID cards are issued by Campus Security and must be updated each semester.** Your card must be presented to borrow items and use resources placed on reserve. Your card is NOT transferable. ONLY YOU may use your College ID. You will be held responsible for material checked out on your card.

Home of the "Quiet Floor"

The entire second floor and the Tower Rooms on the 1st and 2nd floors of the Library are designated as QUIET areas for study and relaxation. Please be respectful of others or you may be asked to relocate. Enjoy the sound of silence!

Research Assistance Available!

The Reference desk is staffed by professional librarians who provide individualized research assistance and group training in the use of electronic databases and other Library resources. Stop by and say hello!



Help keep the Library clean and welcoming

Food, drinks, and cell phone use are not permitted in the Library. Appropriate dress and behavior are also expected.

**Don't forget a
flashdrive!**



Library Computers are available for your use

Computers are available throughout the library and come equipped with a suite of productivity software (Microsoft Word, Excel, PowerPoint, etc). Computers are prioritized for research purposes and persons using the computers for other purposes may be bumped. Use of a computer is limited to 20 minutes if someone else is waiting and is governed by College policies 5247 and 2530.

A staffed computer lab is available on the second floor (room 216). These computers may offer additional software. Please see a staff member for more information.

The computer lab closes 15 minutes before the library closes each day.



Borrowing Library Materials

Current OCC or Kean@Ocean students, faculty and staff with a valid ID may borrow circulating Library materials. Privileges are also available for retired employees. Please see a staff member for more details.

Most circulating materials are located on the Library's second floor. All materials must be checked out at the Circulation desk. Books may typically be borrowed for two weeks and renewed **once** if no other patron has requested them. Some materials have circulation restrictions. You will be informed of your item's specific due date at check out. During Library hours, borrowed materials may be returned to the Circulation desk. After hours, borrowed materials may be returned through the night deposit slot, located to the right of the Library's main entrance. Books may be renewed over the telephone if they are not overdue and if no other patron has requested them.

Overdue fines and lost item charges:

Items returned late must be brought to the Circulation desk where fines are paid. Overdue fines are \$.10 per day for books, \$.50 for audiovisual materials, and \$1.00 per day for reserve items. Fines are assessed daily. Charges for lost items and processing fees are available at the Circulation desk and are posted on the Library's website.

All Library fines must be paid before you can register for the next semester or receive a transcript.



Printing/Photocopies

Printing and photocopying requires purchase of a reusable GoPrint card. Please see a staff member for more information.

Printing: All Library computers are connected to networked printers. Standard, black & white printers are located on the first and second floors. The Library is not able to support printing from the wireless network. **Printing fees:** Black & white printing jobs are \$.10 per page. Duplex (double-sided) printing is discounted. Color printing is available on the second floor and costs \$.25 per page.

Photocopies: Photocopiers are available on both the first and second floors. Photocopies are \$.10 per page. Color photocopying is not available. For more complex copying or faxing, see Office Services, located in the Facilities Management Building (Building 27).

Off-Campus Access to Databases

Off-Campus Access to databases is provided via Ocean Cruiser. Once logged in, look for the "Library Resources" link under "Student Resources." You can also find this link by clicking the "Academics" tab. More information is available here: <http://www.ocean.edu/Library/accessdatabases.htm>

Security

The Library is equipped with a security system and Library staff reserve the right to inspect backpacks, bags, purses, and briefcases at the exit. If an alarm sounds as you exit, please return to the Circulation desk. To protect valuables, **do not** leave purses, laptop computers, backpacks, or any valuable personal property unattended.