

# MILLER LIBRARY

Miller Library strives to provide high-quality academic resources, community-focused service, and an environment that fosters intellectual, cultural, and spiritual growth.

## Library Hours

The library facility, which is located on Cornerstone University's campus in Grand Rapids, is open during the following hours:

### Fall - Spring

Day	Hours
Monday-Thursday	8:00 am - 10:00 pm
Friday	8:00 am - 8:00 pm
Saturday	12:00 pm - 8:00 pm
Sunday	5:00 pm - 8:00 pm

### Summer

Day	Hours
Monday - Friday	10:00 am - 6:00 pm
Saturday	Closed
Sunday	Closed

Hours of operation will vary over breaks and holidays. Please refer to the library's website to note any changes in library hours or call the circulation desk at 616-222-1458.

## Miller Library Resources

Many of the library resources are web-based and are accessible online 24/7. Miller Library resources include:

- Research assistance by professional librarians and library staff (see contact information on the website)
- Summon™ Power Search – a Google-like search tool for navigating most of the library's resources in one place
- Access to nearly 300,000 eBooks
- Access to scholarly journals, trade journals, newspapers, popular magazines, and other periodicals through various databases
- Access to nearly 100,000 print books in the library
- Access to additional print books through Puritan Reformed Theological Seminary (PRTS) and Kuyper College, both of which share a collection with us through Cornerstone University Library Network (CULN)
- Access to print books in libraries across Michigan through MeLCat (<http://www.mel.org/>). Students can submit requests for materials from Michigan libraries to be sent to Miller Library for pick-up. Students can also check out books while visiting other MeLCat library locations.
- Access to other resources, including books, articles, DVDs, etc. throughout the nation through the Interlibrary Loan (ILL) service.
- Public computers, group study rooms, printers, copiers, scanners, and more available inside library

## Using Miller Library's Web Site

The Miller Library website (<https://library.cornerstone.edu/home/>) is the online hub of information and research resources for Cornerstone students, faculty, and staff. Resources on the website include:

1. **Summon™ Power Search** – a Google-like search tool that connects to most of the source material at the library including books, e-books, journal articles, and more
2. **Databases** – provide searchable access to collections of information and resources, primarily journal articles
3. **Subject Guides** – a collection of web pages carefully curated with resources related to a specific subject
4. **Catalog** – the most effective tool for finding books, e-books, and media
5. **FAQ** – find concise answers to hundreds of common research and library questions
6. **Live Chat** – get online help with finding resources by contacting a librarian or staff member directly using the chat feature on the homepage and subject guides

## Research Help

Miller Library is committed to helping students, faculty, and staff with their research needs by providing research assistance through chat, email, or scheduled appointment. Subject specialist librarians are available for in-person or virtual appointments during the weekdays. Visit the staff page (<https://library.cornerstone.edu/about/staff/>) on the library website (<https://library.cornerstone.edu/home/>) to find a list of subject specialists and their contact information.

## Borrowing Materials

### Loan Periods

The standard loan period for circulating materials for students, alumni and guest patrons is four weeks (28 days). The faculty and staff loan period is one semester. Items checked out from the DVD and video collections have a seven-day loan period regardless of patron type.

Reference books must be used in the library and cannot be checked out.

### Renewals

If materials are needed longer than the normal borrowing period, they may be renewed at Miller Library or online at the Miller Library website.

### Holds for Requested Material

A hold enables a borrower to reserve the next use of an item that is currently in circulation. If several patrons place a hold on the same item, a queue sorted by request date will be used to distribute the item fairly. A patron will be notified via email of the item's availability when it is returned.

### Overdue Material

Items that are not returned by the due date are considered overdue. An overdue notice will be emailed to the patron 14 days after the item is due. If the item is still not returned within 28 days, a second overdue notice will be sent along with a replacement bill. The bill will include a \$40 default cost for any item and a \$30 processing fee for a total of \$70. If the item is still not returned within 60 days, a third overdue notice will be sent along with a bill that includes the replacement fee (\$70) and a \$5 late fee. The patron's borrowing privileges are suspended at this time. If the material is later returned, the replacement fee charges will be removed except for the \$5 billing fee, per item. Unpaid fines of more than \$5 can result in blocking of registration, diploma, transcripts, and library privileges.

### Questions?

For further help or questions, please contact Miller Library at 616.222.1458, email us at [library.reference@cornerstone.edu](mailto:library.reference@cornerstone.edu), or visit the library website to chat with a library staff member.