Principles of Business Communications

Library
(248) 823-1228

Library Hours
Fall/Winter/Spring Term
Mon - Thurs 8:30 a.m.-10:30 p.m.
Friday 8:30 a.m.-5:00 p.m.
Saturday 8:30 a.m.-5:00 p.m.
Sunday NOON-5:00 p.m.

Circulation Periods
Renewable by Phone
Books - 4 weeks
Annual Reports - 1 week

For Use in Library Only:
Journals
Reference Books
Tax Materials
Class Reserves

Overdue Fines:
Four day grace period
First day thereafter, $1.25
Books $.25 / day
Annual reports $.25 / day

Reserve Items:
Four minute grace period
First minute thereafter, $1.25
$.25 per minute

COM 210
Library Services

Reference Service
Reference librarians are available to help students formulate research strategies using both print and electronic resources. Students may call (248) 823-1228, visit the library for reference help, or email questions to librarian@walshcollege.edu.

Library Orientations
Every semester the librarians offer tailored classroom presentations demonstrating the online databases. Instructors initiate the arrangements for these orientations.

MeLCat  Michigan Electronic Library
Students and faculty can use MeLCat to borrow books from other libraries. MeLCat is a resource-sharing service that lets library patrons search for, locate, and request materials from a single, comprehensive online catalog that includes the holdings of other libraries around the state. MeLCat provides access to millions of items, including books, audio books, music, movies, and other library materials. The Walsh College Library, however, does not borrow or lend DVDs, CDs, or audio visual materials through MeLCat. To order a book through MeLCat go to http://elibrary.mel.org/search. Most books arrive within a week or less.

DALNET Reciprocal Borrowing
Patrons can now request items from other local area academic libraries, through their Walsh online catalog and have them delivered to their library by using the DALNET Get It Local feature of the online catalog. When you have done a search on the shared catalog system and don’t see an item you want, you can click the DALNET Get It Local button which takes you to the shared catalog. Select the item you want, and click the Request a copy link. Enter your library card number to complete the transaction. Books will be delivered to Walsh.

Borrowing from Other Academic Libraries Using Michicard
Students can request a Michicard sticker to be placed on their Walsh library card; see http://michigan.gov/michicard for a list of participating public and academic libraries. Students may also go directly to one of the participating DALNET libraries with which Walsh College Library has worked out reciprocal borrowing privileges. Students must return borrowed materials at a time set by the lending library. You will be asked to present a drivers license and a Walsh class registration receipt as proof that you are a currently enrolled student. Check with a librarian for more information.

Interlibrary Loan – Using the Web/Portal Pages—Books Outside Michigan
Books and articles not owned by Walsh College Library can be borrowed through Interlibrary Loan. Before requesting a loan, a student should seek the assistance of a reference librarian to make sure all Walsh Library resources have been checked for the needed item. Faculty and currently enrolled students may request ILL via the library web page. For more information on ILL, visit the library, call (248) 823-1337, or check the Interlibrary Loan web page at http://www.walshcollege.edu/interlibraryloan or select the Interlibrary Loan link under the Library tab in the college portal.

Reserve Materials
Reserve materials that instructors place on reserve for students are stored at the circulation desk and may be checked out for two hours.

Copy Machines
The library has two black and white copy machines which work only with copy cards which can be purchased and reused by adding additional money to them using the card dispenser machine.

Study Area
Study tables are located by the windows on the north and south sections of the library, as well as at back of the library behind the reference collection.
The Collection

Books
The library collection consists of over 31,000 volumes, totally focused to support the business programs offered at Walsh. The collection covers the areas of accounting, business communications, business law, computer information systems, economics, finance, management, marketing, quantitative methods, information assurance, and taxation. The tax collection is one of the most extensive among public and private libraries in Michigan. In addition, there are over 2,000 electronic business books that can be browsed in the online catalog, as well as over 25,000 e-books through the EBSCO eBook Collection database. Circulating books are located in the black mobile shelving units.

Periodicals
The collection also includes a wide variety of business journals, newsletters, and newspapers which provide current information so important to business research. Current issues are displayed on the magazine shelving unit near the south wall. All periodicals must be used in the library. To obtain back issues, check with a librarian.

To access a list of over 19,000 magazines, journals, and newspapers available on the library’s online databases, go to the library portal page and select the E-Journals link from list under Library Databases.

New Books
New book arrivals are kept on the mobile bookshelves located to the left of the circulation desk. Students are encouraged to browse these books and check them out. Students can also access a list of new books by following the New Books link on the library research guide page at http://researchguides.walshcollege.edu.
Circulation

Library Cards
Walsh students may obtain a library card at the circulation desk at either campus by presenting a registration receipt along with a picture ID (license). This card is automatically updated every semester upon registration. You will need a current library card to check out books and reserve materials, renew books, or, utilize the reciprocal borrowing privileges at other libraries. There is a $5.00 replacement fee for a lost card.

Loan Periods
Students may check books out for four weeks. Reserve materials usually check out for two hours. There is a limit of six books per call number. Reference books and periodicals may not be removed from the library. Most items may be renewed over the phone by calling (248) 823-1228.

Searching Other DALNET Libraries
Click on the Search Other Libraries tab to search the holdings of twenty DALNET libraries by author, title, subject, or general keyword.

Fines for Overdue Materials
Overdue materials are given a four-day grace period. After that (on the 5th day) there is a minimum charge of $1.00 per item and $.25 per day, per book or annual report.

Viewing A List of Reserve Materials
To view materials placed on reserve by either the name of the instructor or the name of the course, go to the library home page at http://www.walshcollege.edu/library, click on the Find Books link under Library on the left side of the screen, enter a search, and then click on the Course Reserves tab.
Walsh College Library Web Page
http://www.walshcollege.edu/library

Library Links:

Find Articles
On-Campus Databases: Search the library's databases from on campus
Off-Campus Databases: Search the library's databases from off campus
Find electronic journals: Find a journal in the library's databases
Find print journals: Find a print magazine or journal in the library collection
Inter-library loan: Request an article from another library

Find Books
Library Catalog: Find books in the library catalog
E-books: Electronic books accessible from any computer
MeLCat: Find and request books in Michigan academic and public libraries
Other Library Catalogs: Find books in Metro Detroit area libraries
WorldCat: Search a catalog of libraries worldwide
Inter-library loan: Request a book from another library

Research Guides – Access tailored web pages arranged by topic to help you make the best use of library resources.

About the Library – Learn about library collection and services and access contact information.

Ask a Librarian – Email your question to a reference librarian for help
Walsh College Library Portal

To access the library portal, click on the yellow Student Login tab located at the upper right of the home page at [http://www.walshcollege.edu](http://www.walshcollege.edu); then select the Active Campus Portal link. Another way is to click the Library link on the home page, then the Walsh Student Portal link under Current Students. Enter your email name and password. Next, select the Library link at the top of the screen. You can also go directly to the portal at [https://myportal.walshcollege.edu](https://myportal.walshcollege.edu).

Click on the library tab to display the options.

The Library Portal Page currently consists of these links:

**Main Page** – Access directory information and library hours for both campuses.

**Library Staff** – get a list of library staff members with telephone and e-mail information

**Databases** – click on this tab to access the library’s online databases

**Research Guides** – use these subject specific guides to help find appropriate resources in Finance, Doctoral Information, Communications, Management, Marketing, and Accounting (coming soon).

**Research Paper Help** – Read about the proper ways to document your sources of information, avoid plagiarism. Go to links to improve oral and written communication skills. Download one copy for personal use of the APA Style Guide to Electronic Resource and access the Library’s guide to APA documentation.

**Walsh Virtual Librarian** - Ask a librarian a question via email.

**Solutions Manuals** – Find available solutions manuals for a number of classes.
Research Guides: Communication

The Communication Research Guide at http://researchguides.walshcollege.edu/communicationguide is a collection of library print and electronic resources important to COM students. The guide includes tutorials and a list of databases to meet your research needs. You can also access the guides by going to the portal page; under the Library tab select Databases; and then click on the Research Guides link from the navigation menu on the left. Select the Communications link and then choose any of the tabs for more information listed under that tab:

- Citing in APA Style
- Evaluating Information
- Doing Presentations
- Class Handouts
- Database Tutorials
- Research Papers
- Books to Read

NB12 Research GuidesCOM.docs
The following online databases are available for research 24/7:

**ABI/Inform Complete: ProQuest** Full text articles on global business and management topics.

**Accounting & Tax** As part of the ProQuest ABI/Inform Complete database, it includes full text articles on current accounting and tax topics.

**ArchiveGrid** Includes historical documents, personal papers, and family histories held in museums, libraries, and archives around the world.

**ArticleFirst** Index of articles from the table of contents of magazines and journals.

**LexisNexis Academic** Full text articles including transcripts and congressional hearings, as well as company reports.

**Academic OneFile: Gale** Full text academic journals covering the social sciences, education, humanities, psychology, medicine, science, and criminal justice.

**Business Decision** Detailed company profiles, product and brand information combined with investment reports, rankings and market share data allow users to better penetrate the consumer marketplace.

**Business Economics & Theory** Full text articles in magazines and academic journals focusing on topics in economics.

**Business Insights: Essentials** Full text articles from 1980 to the present with information on companies, markets and industries, market trends, mergers and acquisitions, management theory.

**Business Insights: Global** Retrieve case studies and research companies, industries, and economies around the world.

**BNA Accounting Portfolios** Full text explanation and analysis of accounting topics.

**BNA Tax Management Portfolios** Topic-driven analysis for researching and analyzing state and federal tax topics.

**CCH IntelliConnect** Full text federal and state tax literature.


**Checkpoint Accounting, Audit & Corp Finance: RIA** Professional Standards, Audit & Accounting Guides, AICPA Other Alerts, Technical Practice Aids.

**Communications & Mass Media Collection** This collection provides current information from more than 100 journals focused on all aspects of the communications field. Key subjects covered include: advertising and public relations, literature and writing, linguistics, and many more.

**Computer Database** Computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology.

**CountryWatch** Detailed country reports with political, economic, investment, social, and environmental overviews.
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credo Reference</td>
<td>Online access to business dictionaries and encyclopedias</td>
</tr>
<tr>
<td>D&amp;B Million Dollar Database</td>
<td>Information on over 1,300,000 U.S. leading public and private businesses</td>
</tr>
<tr>
<td>Demographics Now</td>
<td>The database provides business and residential information to assess business viability, create sales leads and/or marketing mailing lists, analyze population trends, find potential sponsors and donors, and more.</td>
</tr>
<tr>
<td>Dissertations and Theses</td>
<td>Database of all dissertations and theses available in WorldCat, an online library of books and other materials in libraries worldwide</td>
</tr>
<tr>
<td>EBSCO Business Source Elite</td>
<td>Full text from top management, marketing, economic magazines and journals</td>
</tr>
<tr>
<td>EBSCO Regional Business News</td>
<td>Incorporates 75 business journals, newspapers and newswires covering all metropolitan and rural areas within the United States.</td>
</tr>
<tr>
<td>Environmental Studies &amp; Policy</td>
<td>Covering the field of environmental issues and policy, this collection, which includes nearly 200 journals, provides instant access to the multiple viewpoints of this volatile field of study, including perspectives from the scientific community, governmental policy makers, as well as corporate interests.</td>
</tr>
<tr>
<td>E-Journals</td>
<td>The database locates full-text articles published in the library databases.</td>
</tr>
<tr>
<td>ERIC</td>
<td>Journal articles and reports in education (mostly full text)</td>
</tr>
<tr>
<td>Expanded Academic ASAP: Gale</td>
<td>Full text of journals, magazines, and newspapers covering the arts and humanities, social sciences, science and technology</td>
</tr>
<tr>
<td>FACTIVA</td>
<td>Business news, company financial statements, industry ratios, business web links</td>
</tr>
<tr>
<td>First Research</td>
<td>Industry information on small businesses</td>
</tr>
<tr>
<td>FirstSearch/WorldCat</td>
<td>The OCLC online catalog contains 40 million records describing books and materials owned by libraries around the world.</td>
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<tr>
<td>Faulkner Advisory for IT Studies (FAITS)</td>
<td>Technology reports, tutorials, marketplace overviews product guides, company profiles, and directories</td>
</tr>
<tr>
<td>Faulkner’s Security Management Practices</td>
<td>Provides reports on critical management issues for those charged with providing enterprise-wide security</td>
</tr>
<tr>
<td>FIS Mergent Online: Company Data</td>
<td>Financial information on US and International companies including annual reports</td>
</tr>
<tr>
<td>Gale Directory Library</td>
<td>Search <em>Ward’s Business Directory of Private and Public Companies</em> in Mexico and Canada, as well as access the current publication of <em>Business Rankings Annual</em></td>
</tr>
<tr>
<td>General Business File ASAP: Gale</td>
<td>Full text investment reports; news and articles on companies, industries, and products</td>
</tr>
<tr>
<td>General OneFile: Gale</td>
<td>News and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, etc.</td>
</tr>
<tr>
<td>General Reference Center Gold: Gale</td>
<td>Full text articles on general business topics</td>
</tr>
<tr>
<td>GPO Monthly Catalog</td>
<td>Index only (no full text) for U.S. government documents (Congressional reports, hearings, debates, judiciary materials).</td>
</tr>
<tr>
<td><strong>Health Ref Center Academic: Gale</strong></td>
<td>Full text articles on fitness, medicine, and health designed for academic libraries.</td>
</tr>
<tr>
<td><strong>Health and Wellness Resource Center</strong></td>
<td>Includes health/medical journals, reference books, &amp; over 700 health-related videos; it is designed for students, patients, health professionals</td>
</tr>
<tr>
<td><strong>InfoTrac Newsstand</strong></td>
<td>A collection of thousands of full text international, national, state, and local newspapers</td>
</tr>
<tr>
<td><strong>Gale Professional Collection</strong></td>
<td>Full text journals covering educational topics</td>
</tr>
<tr>
<td><strong>Insurance &amp; Liability Collection</strong></td>
<td>This collection covering environmental issues and policy includes nearly 200 journals which provide multiple viewpoints, including perspectives from the scientific community, governmental policy makers, as well as corporate interests</td>
</tr>
<tr>
<td><strong>JSTOR</strong></td>
<td>Full text articles covering business, economics, finance, management, and statistics.</td>
</tr>
<tr>
<td><strong>LearningExpress Library</strong></td>
<td>Interactive online learning platform of academic and licensing/certification practice tests, elementary level testing for math and reading. Includes a section that takes users from job assessment to success on the job.</td>
</tr>
<tr>
<td><strong>LegalForms</strong></td>
<td>Gale LegalForms provides actual forms and documents in Word format helping users to deal with their legal needs – whether for business, personal, or litigation purposes. In addition, this resource also includes a law digest, legal Q and As and an attorney directory</td>
</tr>
<tr>
<td><strong>LegalTrac (Gale)</strong></td>
<td>Articles in all major law reviews, law journals, specialty law and bar association journals, and legal newspapers</td>
</tr>
<tr>
<td><strong>Library Catalog</strong></td>
<td>Online catalog of books held by Walsh and other college libraries in the area.</td>
</tr>
<tr>
<td><strong>Military &amp; Intelligence</strong></td>
<td>A custom collection of over 400 journals, covering all aspects of the past and current state of military affairs. Key subjects include socioeconomic effects of war, governmental policies, the structure of armed forces, etc.</td>
</tr>
<tr>
<td><strong>Morningstar Investment Research Center</strong></td>
<td>Access financial information on thousands of mutual funds.</td>
</tr>
<tr>
<td><strong>National Bureau of Economic Research (NBER)</strong></td>
<td>Working papers and economic research by 500 university professors, 2001-2009</td>
</tr>
<tr>
<td><strong>New York Times</strong></td>
<td>Full text of the <em>New York Times</em> from 1995 to the present.</td>
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<tr>
<td><strong>OAIster</strong></td>
<td>Catalog of digital resources including books, articles, and multimedia.</td>
</tr>
<tr>
<td><strong>OECD</strong></td>
<td>Access to the OECD Economic Outlook and OECD Economic Surveys</td>
</tr>
<tr>
<td><strong>Opposing Viewpoints in Context</strong></td>
<td>Full text viewpoint articles, topic overviews, full-text magazines, academic journals, news articles, primary source documents, statistics, images, videos, audio files and links to websites on today’s hottest social issues.</td>
</tr>
<tr>
<td><strong>Psychology Collection</strong></td>
<td>This collection gives individuals a basic understanding of the study of the mind, emotions and how the human mind develops and diminishes over time.</td>
</tr>
<tr>
<td><strong>Research Companion</strong></td>
<td>Nine research modules in this online database help you evaluate information, select a topic, learn how to find information, revise and organize your research, avoid plagiarism, etc.</td>
</tr>
<tr>
<td><strong>Small Business Collection</strong></td>
<td>This database provides insights, tips, strategies and success stories about entrepreneurship. Users will find 250 subject-appropriate full-text periodicals.</td>
</tr>
</tbody>
</table>
Small Business Resource Center Learn how to start, finance or manage your small business. Resources include sample business plans, how to guides, articles and websites.

Social Science Research Network SSRN offers advanced research with full text in the social sciences in the areas of accounting, economics, entrepreneurship, finance, health, management, marketing, negotiations, etc.

Social Sciences Abstracts Abstracts with some full text of articles on the social sciences; available in the FirstSearch database.

Statistical Abstract of the U.S. Summary of statistics on the social, political, and economic organization of the United States.

Statistical Abstract of the World Collection of the statistical abstracts of approximately 40 countries.

S & P Net Advantage U.S. Industry profiles, trends, ratios, and statistics, stock reports, mutual fund information, as well as Industry Global Supplements for Europe, Asia, Latin America

U.S. History Collection This collection of over 40 journals provides balanced coverage of both the current thought and events in US History, as well as scholarly work being established in the field; useful both to the novice historian and to the advanced academic researcher.

ValueLine Investment Online Company financial information on approximately 7500 companies as well as short summaries of over 100 industries.

Wall Street Journal Search the current issue or back issues using the Factiva database.


INTERNET Internet for educational research via Microsoft Explorer is available at all computer terminals

For remote access to the library database, go to the portal page at (https://myportal.walshcollege.edu/).

To check on your user name and password students can go to https://webadvisor.walshcollege.edu/. Students can also contact the Office of Information Technology Help Desk at (248) 823-1350 for any technical problems with their ID and password.

Printing from Library Computers

Each term students are given a printing allowance of $24.50. Once that allotment is used up, students will (1) need to add money to their account through the business office or (2) pay for copies with their charge card; click on the PaperCut icon located at the bottom of your screen and fill out the required information. Any money not used during a term will be carried over to the next term. No refunds will be made.

Research Guides http://researchguides.walshcollege.edu/

The library has prepared subject-specific research guides to help you with research. Currently, the guides cover these subject areas: accounting, APA documentation, communication, doctoral student guide, entrepreneurship, finance, global business information, health care reform, human resources, human resource management, information assurance, legal resources, labor relations, management, marketing, project management, MBA 670, MGT 461, MGT 501 organizational change & learning, operations management, organizational design, QM 515, reading lists, and tax.

Instructional Handouts

Since each database is searched differently, the library provides instructional guide sheets for each database. Students may also obtain instructional handouts for online databases from the library web page at http://researchguides.walshcollege.edu. For finance-oriented tutorials also select the Finance link and then the Tutorials tab.

The librarians also encourage students to ask for assistance in learning how to search the electronic databases.
An Easy Way to Search for Full Text Articles in Specific Magazines, Journals, or Newspapers:

The Serial Solutions database allows users to locate which online database indexes the full text of specific magazines, journals, or newspapers. The database can be extremely useful. For example, let's say you find only the abstract of an article in one database, and it is exactly what you need. You will want to find the full text in another database, but where would you look? Searching every library database would be time-consuming. Serial Solutions solves this problem by providing a database listing magazines, journals, and newspapers, along with the online databases where they can be found.

Go to the portal page at https://myportal.walshcollege.edu, select Databases from under the Library tab. Scroll down and select the E-Journals Available on the Library’s Online Databases link from the list. On-Campus users can access the database by going to http://www.walshcollege.edu/oncampusdatabases and then selecting the same E-Journals link. A screen with alphabetical letters will be displayed. Simply click on the appropriate letter for the magazine, journal, or newspaper you are looking for. The next screen displays all the periodicals alphabetized under that letter. Scroll down and find the publication you are looking for. After each journal title is a list of databases that index that particular magazine, journal, or newspaper. Clicking on one of the links takes you to the search screen of the database indexing the publication you want or to a screen that allows you to search your magazine or journal by title.

Full-text journals, magazines, and newspapers are available in the following databases licensed to Walsh College Library:

- ABI/Inform Complete: ProQuest
- Academic: LexisNexis
- Business and Company Resource Center
- Computer Database
- EBSCO Business Source Elite
- EBSCO Regional Business News
- Expanded Academic ASAP
- FACTIVA
- (Gale) Opposing Viewpoints in Context
- General OneFile
- General Business File ASAP
- General Reference Center Gold
- Health and Wellness Resource Center
- Health Reference Center Gold
- JSTOR
- LegalTrac

To find titles of magazines, journals, and newspapers available in the library in print format, you will need to search the Library's Online Catalog. If the title you want is not available online or at the library, you may use the Library's Interlibrary Loan Services available on the library web page at http://www.walshcollege.edu/interlibraryloan.
Online Library Catalog
http://www.dalnet.lib.mi.us/walsh/

On-campus and remote access to the web-based catalogs of Walsh College Library and other DALNET (Detroit Area Library Network) Libraries.

From the college home page select the Library link. To do a general keyword search you can use the Search the Library Catalog box. For more specific searches, select Find Books from the Library link on the left and then select Library Catalog.

NAVIGATION TABS/LINKS

Search – Do the easiest search – the basic search
Start Over - return to the basic search screen

Course Reserves – Check items placed on reserve by course name or instructor
Research Databases – Go to the list of databases available off-site from your home or office

Search Other Libraries – Go to links for the libraries in the Detroit Area Library Network
E-books - Get a list of over 2000 e-books
Search Print Journal Titles - search the list of journals owned by the library in hard copy
E-Journals - Search for online magazines, journals, newspapers

Power – Using this advanced search, select from multiple search fields, add limiters, narrow by document type, and sort using many options

Ask a Librarian – Email a question to a reference librarian

History – View previous searches

SEARCH FIELDS

● Keyword Search
Use keyword searching when you are uncertain about the exact title or the official subject heading, or if you want to enter several search terms.

Examples: leadership strategic management

Combining Terms in Basic Keyword Searches
Combine keywords using the Boolean operators:
and, or, and not
and managers and forecasting
or wages or salaries
not stocks not bonds

Truncation in Keyword Searching
Use the * symbol to retrieve records with plurals, and various forms or spellings of a word
Examples: market* retrieves records with market, markets, marketing, etc.
tax* retrieves records with tax, taxes, taxation

Punctuation
Omit apostrophes, hyphens, commas, capitalization
Examples: accountants handbook
Displays accountant’s handbook or accountants’ handbook
Title Keyword Search

Finds titles of books and journals owned by Walsh College Library. Type as much of the title as you know. You do not need to type the entire title. Omit initial articles like a, an, and the. A list of all titles in the catalog will display in chronological order beginning with the most recent title.

Example: bankruptcy bomb
Pulls up Seven Steps to a Successful Business Plan.

Author Keyword Search

Searches for all authors with the name you enter; results will be in chronological order unless you select another option from the sort by box.
Example: covey or covey, stephen

Subject Keyword Search

Finds records with the terms you entered in the search field

Examples: employee training
employees—recruiting

Journal/Magazine Keyword Search

Limit your search to magazines, and journals owned by the library

ISBN Search


Example: 9780814415115

Publisher Keyword Search

Example: ppc
or practitioners publishing company

MeLCat Michigan Electronic Library Catalog

http://elibrary.mel.org/search

MeLCat is a resource-sharing service that lets library patrons search for, locate, and request books from a single, comprehensive online catalog that includes the holdings of other Michigan libraries around the state. Students can go to the web site and request a book; it will usually arrive within a week.

File (Library Catalog2012)

DALNET Reciprocal Borrowing

Patrons can now request items from other local area academic libraries, through their Walsh online catalog and have them delivered to their library by using the DALNET Get It Local feature of the online catalog. When you have done a search on the shared catalog system and don’t see an item you want, you can click the DALNET Get It Local button which takes you to the shared catalog. Select the item you want, and click the Request a copy link. Enter your library card number to complete the transaction. Books will be delivered to Walsh.

MICHICARD

Walsh College participates in a statewide library card program, Michicard. Over 300 public and academic libraries in Michigan participate in Michicard. For more information, go to http://michigan.gov/michicard. Patrons obtain a Michicard sticker to be attached to their local library card from their home library. The patron, not the home library, is responsible for returning borrowed items. A directory of participating libraries can be found at the Michicard web site at https://mdoe.state.mi.us/isapi/4disapi.dll/directory/search.html.

RECIPROCAL BORROWING

Walsh College has arranged reciprocal borrowing privileges for students at the following academic libraries through the Detroit Area Library Network and beyond:

College for Creative Studies
Detroit Public Library (M)
Eastern Michigan University (M)
Lawrence Tech University
Macomb Community College
Madonna University
Marygrove College (M)
Michigan State University (M)
Oakland Community College
Oakland University
Rochester College
Schoolcraft College (M)
Troy Public Library
University of Detroit Mercy
University of Michigan-Dearborn
University of Windsor
Wayne County Community College
Wayne State University. (M)
*Colleges with an (M) require Michicard.

If you plan to go directly to another academic library, you should always call ahead to double-check on their borrowing requirements, as these may change. The Walsh Library can also get books for you through interlibrary loan, but you need to allow 10 days or even two weeks for items borrowed from outside the state. See the Interlibrary page at http://www.walshcollege.edu/interlibraryloan