Welcome to Helena College!

- Being a student at Helena College can be rewarding and challenging. We hope that you find the following information useful.
- Please remember you can contact the Library with ANY questions: 447-6943.
The Library and You

The Helena College Library strengthens your educational experience with books, magazines, online databases and access to materials from many other libraries.

- We are a space --a collection --people to serve you.
- We are here --we are at your home --we are anywhere you can access a computer.
- The library is a great place to retreat, regroup and regenerate.

Your intellectual success is our goal because sometimes an education is about more than academics...
Library Staff & Hours

- **Staff**
  - Della Dubbe is the Director of Library Services.
  - Elizabeth Karr is the Librarian.
  - Mary Ann George is the Library Assistant.

- **Hours**
  - The Library is open Monday – Thursday 8:00 a.m. – 6:00 p.m.
    Friday 8:00 a.m. – 5:00 p.m.
  - The “Virtual Library” is always open
    - [http://umhelena.edu/library](http://umhelena.edu/library)
Virtual Library

http://umhelena.edu/library

Helena College Library

Check out ebooks for your Kindle!

Check out our OverDrive Collection for ebooks to read on your Kindle. Stop by the library if you need help downloading a book.

Contact Us
406-447-6043
library@umhelena.edu

Fall Semester Hours
Monday – Thursday: 8:00a.m. – 9:00p.m.
Friday: 8:00a.m. – 5:00p.m.
I need to research a topic . . .

The Library has print and electronic collections for your research needs. From the college’s website, access the Library Catalog for the print collection and Articles & Databases for the electronic collection.

- **Electronic Collection**
  - encyclopedias – Britannica, Grolier, AccessScience
  - journal articles – 41,000 full text journals and newspapers
  - books – 107,000 electronic volumes
  - reference sources – dozens of databases
  - image collection – over 1,300,000 images online
I need to research a topic...
You can use the library’s electronic collections to read books and journal articles any time of the day or night from any computer, including at home.

- To use the databases from home, login with your NetID number.
- To use the catalog from home, login with your nine digit student ID.
- Off campus use of electronic resources is only available to students, faculty and staff of Helena College.
I need to learn how to research my project . . .

“Book a Librarian” for a one-on-one tutoring session on how to approach your research. Sessions may include:

- Focusing the scope of the topic.
- Identifying terminology and techniques for constructing an effective search strategy.
- Identifying books and articles with relevant information.
- Using databases efficiently to save and organize information.

To schedule an appointment, sign up at the Librarian’s office.
I need a book that is not in your collection . . .

Students may borrow from Carroll College Library or Lewis & Clark Library by presenting a Helena College ID card.

- You will need to follow the borrowing policies of the lending library and they may issue you a temporary card.

- There are other libraries in Helena that students should consider using, including the Montana State Law Library and the Montana Historical Society Library.
I need a book that is not in any Helena library . . .

The library will borrow books, videos, and magazine articles from other libraries in Montana for your use. This is known as interlibrary loan.

- Most items arrive in a few days, but can take as long as 2-3 weeks.

- The library will notify you by phone or email when the item arrives.

- All interlibrary loan materials should be picked up at the library front desk.
I need to print a few pages of my report in color . . .

Color printing from any campus computer is available for $.25/page. This printer is sponsored by Student Senate.

- Select the page or pages you wish to print in color and select the color printer `\umh-alt\LibColor`.
- Pay for and claim printed pages at library Front Desk.
I need a quiet place for my study group to review a DVD or slide show . . .

Any group of two or more students may reserve the Group Study Room.

- The room is equipped with a whiteboard and with a flat screen TV for viewing DVDs, PowerPoint presentations, and other digital information.

- Stop by the library front desk to place your reservation.
I need a book my instructor said would be “on reserve” in the library . . .

Instructors sometimes place personal items and library materials on reserve for short term use by students during a semester.

- Stop by the library front desk to borrow the item. Your instructor will have specified how long you can keep the item – 2 hours, 1 day, 1 week.

- All titles in an instructor’s reserve collection will be listed in the Library Catalog on the college’s website.
I have an hour before my class begins . . .

The library is a comfortable haven with the following amenities:

- Computers with internet access for checking email or surfing the web for information.
- Quiet study space.
- Wireless internet access.
- Copier, paper cutter, hole puncher, and blank transparencies.
I like to read best sellers to relax . . .

The library has a small collection of popular reading including best sellers, mysteries, suspense, adventure, self-help, hobbies, and cookbooks.
Good Luck!!

- More detailed information on all these services can be found on the college’s website.

- Best of luck for a successful semester and please stop by or call if we can help.

Della Dubbe  
Director of Library Services  
della.dubbe@umhelena.edu

Elizabeth Karr  
Librarian  
elizabeth.karr@umhelena.edu

Mary Ann George  
Library Assistant  
georgema@umhelena.edu