



May 14, 2025

Dear Librarian:

According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Maysville Community and Technical College is required to provide access to library services for students and faculty. MCTC offers courses in a variety of formats online and on campus at the Maysville Campus in Maysville, the Licking Valley Campus in Cynthiana, the Rowan Campus in Morehead and the Montgomery Campus in Mt. Sterling. Library services support all students regardless of the format of the course(s) they are taking through the college.

The MCTC Libraries would like to enter into a cooperative agreement with your library in providing resources and services to our students, whether they are enrolled in online courses and/or are high school students who are also dual credit students with our college. MCTC Libraries request that your library direct MCTC students and course instructors to our website for use of subscription databases and course library guides available for supporting the college curriculum when necessary. We also request you direct our students to our website for general library information and scheduling services, provide interlibrary loan service for materials not owned by either library, and maintain book and journal reserve material as needed by MCTC students and faculty. We have an email contact form link prominently displayed on our homepage for students to reach library staff at each campus directly.

A separate Memorandum of Agreement follows, which outlines the terms of cooperation and provides pertinent information. In keeping with the past agreements, we are requesting the agreement be in place for the next two academic years, 2025-2027. If there are no conflicts with this partnership, please complete and return the MOA to me at your earliest convenience.

If you are interested in receiving more information about MCTC Library services and resources or about Blackboard, our online course management platform, please contact me. I would be happy to provide additional information and/or training.

Thank you in advance for your cooperation!

Sincerely,

Carla S. Redden

Professor/Librarian I

Maysville Community and Technical College



Licking Valley Campus

319 Webster Ave.
Cynthiana, KY 41031
P: (859) 234-8626
F: (859) 234-5098

Maysville Campus

1755 US Hwy 68
Maysville, KY 41056
P: (606) 759-7141
F: (606) 759-7176

Montgomery Campus

201 Calk Ave.
Mt. Sterling, KY 40353
P: (859) 499-6282
F: (859) 498-0513

Rowan Campus

400 Rocky Adkins Tech Dr.
Morehead, KY 40351
P: (606) 783-1538
F: (606) 784-9876



Maysville Community and Technical College
Library Contract
Memorandum of Agreement
2025-2027

Cooperation between the Maysville Community and Technical College Library and Meniffee County High School will include the following:

1. At the request of MCTC faculty, an MCTC library will lend materials for reserve purposes to be held at the library.
2. As needed, the library will offer minimal reference services and will refer the student to online MCTC Library resources or the nearest MCTC campus library for use of materials to support the college curriculum (general education and technical courses). Library staff may direct students to an email contact form link prominently displayed on our homepage (see URL in #3 below) for students to reach library staff at each campus. Students may also visit <https://libguides.maysville.kctcs.edu/askalibrarian> to find other modes of contact to reach library staff and to find general library guidance.
3. The MCTC Libraries maintain a website, located under "Current Students" from the MCTC homepage at <https://maysville.kctcs.edu/current-students/student-resources/library/index.aspx> (Shortened: <https://tinyurl.com/h2rxp5hh>).
4. MCTC Libraries' holdings can be accessed through the MCTC Library Search box at the top of the MCTC Library homepage. Most of the electronic collections are available through this search interface. Other databases not accessible through the library search tool are available through the "Resources" on the MCTC Library homepage.
5. MCTC holdings may also be viewed through Worldcat.org and may be requested through interlibrary loan (ILL) through OCLC. The MCTC Library OCLC symbol is KUY. Requests for materials may be submitted through OCLC.
6. MCTC Libraries use a proxy server to authenticate students and college faculty and staff for access to authoritative library resources online. Students and faculty may access MCTC Library databases off-campus by providing their KCTCS Username and Password. For instructions on accessing databases remotely, MCTC students or faculty may click on the link to "Off-Campus Instructions" on the Library webpage at https://maysville.kctcs.edu/current-students/student-resources/library/off-campus_instructions.aspx (Shortened: <https://tinyurl.com/anaxvsap>). If problems occur with proxy server access, please refer students and faculty to the "FAQs" link on the library homepage.

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Library Contract
Memorandum of Agreement
2025-2027

I, _____, hereby agree with the statement outlined above regarding library services for the Maysville Community and Technical College Dual Credit and/or Online Learning Programs.

Signature

Title

Date

Library Name: _____

Library web address: _____

E-mail address: _____

Please list your library's service hours:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____