

# LIBRARY ORIENTATION

Library Orientation will be conducted by request. The Library Assistant is available 4 days a week during normal business hours in Office #103. Basic information about the library as well as its uses will be provided. Library Orientation will be divided into 4 parts--- Introduction, Information for Research Papers, Exploring/Citing, and Help.

## **INTRODUCTION**

### ***Know the library***

#### ***Hours***

MONDAY - THURSDAY	7:00 - 3:30
FRIDAY	7:00 - 11:00

### ***Know the staff***

Alice Booker - Library Assistant  
Ruth Owens - Library Clerk

### ***Know the rules/policies***

*See posted signs.*

All persons upon entering the library agree to comply with these rules/regulations. Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated.

Persons waiting on students or other individuals with business on campus are to be directed to the STUDENT CENTER #800 (TV, snack machines, etc.) Have a look around, but please do not abuse our hospitality. Obey our rules and we can continue to serve our students and community alike.

The library reserves the right to inspect all bags, purses, briefcases, bookbags, etc. for library materials.

The library is not responsible for lost, damaged, or stolen items.

NO food or drinks (this includes bottled water).

NO tobacco products of any kind.

NO loud, obscene/obtrusive language.

NO alcohol, illegal substances, or weapons are permitted in library or on campus.

NO fighting, running, pushing, shoving, or throwing.

NO pets other than service animals.

NO loitering, sleeping, or soliciting.

NO physical, sexual, or verbal abuse of library users or library staff.

NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space.

ALL cell phones, pagers, and other electronics should be muted or silenced.

ALL visitors/patrons must wear proper clean attire while in library (shoes, pants, and shirt).

SMALL children are not allowed in the library for extended periods and should be supervised at all times.

### ***Know the Circulation Regulations (check out-check in)***

Our policies exist in order to provide and service all Library users with the best possible access to library materials. It is vital that all users abide by the policies set forth in this document. The patron's signature attests to the fact that he or she understands and agrees to uphold these said policies. All users must have a current student, faculty, or staff, picture ID card. If you are a community user, please see the Circulation Desk to apply for a *limited use* library card. (See Community User below.) All users will provide the Library with the most current personal information available.

#### **Check Out Limitations:**

Students, Faculty, and Staff - **3 books [two (2) weeks check out period]**  
- **1 magazine, CD, or DVD [one (1) week check out period]**

\*\*\* No check outs on any materials three (3) weeks prior to end of semester. Items **MUST** be returned to the Library in the Return Book Receptacle at the Circulation Desk or given to the library personnel during normal business hours.

#### **Fines & Holds for Students Faculty and Staff:**

Fines will start accruing the first business day after the due date at the rate of **\$.25 per day for Books, DVD's, CD's, and Video Tapes. Magazines overdue fines are \$.10 per day.** Fines do not accrue on the days the library is closed. It is the patron's responsibility to return materials—no reminders will be sent from the library.

Lost, stolen, damaged, or destroyed items will be assessed for value at the time of check out. Library patrons will assume all financial responsibility for delinquent materials.

Students will be placed on processing hold after 30 days (blocked from registration, receiving grades, transcripts, and graduation) for all outstanding monies owed the college.

#### **Computer Use in the Library**

ALL computer users will strictly abide the guidelines set forth in the Reid State Technical College's Internet Use Agreement Policy. (Can be seen on the college's website.)

#### **Community Patrons:**

Community users must live (work) in the Evergreen area, have had the same address for a period of 3 years, provide 3 references within the Evergreen area and have some affiliation with the college. Have a valid picture ID card. [**check out time limited to one week for any item**] Print references on back of sheet—subject to approval by Assistant Director of Library Services.

### ***Know the Locations of Materials***

*Reference Materials* - on the right past Circulation Desk

*General Collections* - on left past Tiered Room (116)

*Folio* - on right with Reference Section

*Magazines* - on right of Circulation Desk

*Newspapers* - straight in front of Circulation next to Workroom

*Audio Visuals, CD's, DVD's* - See Assistant for list

*Computers* - located left back of General Collections and on right of Circulation Desk

*Complete List of LOC Headings* - in Reference Section