

# STUDENT LIBRARY HANDBOOK



COLUMBUS TECHNICAL COLLEGE

# **WELCOME TO THE COLUMBUS TECHNICAL COLLEGE LIBRARY**

## **Mission**

The mission of Columbus Technical College Library is to provide support and enhance the mission of the College. The Library provides essential educational support to the campus community as well as the larger library communities by providing access to local, global and diverse information resources. The Library facilitates appropriate use of both current and expanding technologies as well as print resources, which are responsive to the current academic and technical curriculum. The Library strives to serve as an educational resource where students, faculty, and staff can receive instruction that will facilitate the learning process.

The Columbus Technical College Library is one of the largest TCSG Libraries in the state of Georgia. The Library was founded in 1988 and moved to the present location in 1996 under the direction of Mr. Edgar Lester. The Library is located on the north side of the Columbus Technical College campus on the second floor of the Library Building. The Library includes more than thirty thousand volumes, fifty thousand electronic books, over two-hundred fifty serial subscriptions, and extensive online information resources through GALILEO. This handbook describes the Library's collection, services, and policies. More detailed information can be provided by the Library staff upon request.

Comments are welcomed and can be sent to the Library Director from the Library Webpage.

Columbus Technical College Library services are available to all students including online students. Online catalog and GALILEO resources are available through links on the webpage. Information on all services available to students can be found in this Student Library Handbook that is also available on the Library webpage. Students can contact the librarian at: [Library@columbustech.edu](mailto:Library@columbustech.edu)

**Revised 2013**

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**Columbus Technical College Library**  
**DIRECTORY OF LIBRARY PERSONNEL**

**Library**

Main Library Number:	706-649-1852	<a href="mailto:Library@columbustech.edu">Library@columbustech.edu</a>
Text Telephone/TDD	706-649-1444	
SMS Text Number	706-225-9170	
Fax	706-649-1885	
 <u>Dean of Library Services:</u>		
Stephanie Middleton	706-649-1929	<a href="mailto:smiddleton@columbustech.edu">smiddleton@columbustech.edu</a>
 <u>Instructional Technology Librarian:</u>		
Saxony Betts	706-225-0587	<a href="mailto:sbetts@columbustech.edu">sbetts@columbustech.edu</a>
 <u>Librarian/Cataloger:</u>		
Alice McCown	706-649-1444	<a href="mailto:amccown@columbustech.edu">amccown@columbustech.edu</a>
 <u>Librarian/Serials/Protoring:</u>		
Alison Sperry	706-649-1440	<a href="mailto:asperry@columbustech.edu">asperry@columbustech.edu</a>
 <u>Friday and Evening Librarians:</u>		
Gloria Battle	706-649-1852	<a href="mailto:gbattle@columbustech.edu">gbattle@columbustech.edu</a>
Lynda Massey	706-649-1852	<a href="mailto:lmasssey@columbustech.edu">lmasssey@columbustech.edu</a>
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Camille Walkinshaw	706-649-1852	<a href="mailto:cwalkinshaw@columbustech.edu">cwalkinshaw@columbustech.edu</a>
 <u>Circulation and Interlibrary Loan Manager:</u>		
Evelyn Willis	706-649-1445	<a href="mailto:ewillis@columbustech.edu">ewillis@columbustech.edu</a>
 <u>Media Technician:</u>		
Kenya Motley	706-649-1852	<a href="mailto:kmotley@columbustech.edu">kmotley@columbustech.edu</a>
 <u>Library Assistants:</u>		
Sheena Clarke	706-649-1852	<a href="mailto:sclarke@columbustech.edu">sclarke@columbustech.edu</a>
Brandon Thornton	706-649-1852	<a href="mailto:bthornton@columbustech.edu">bthornton@columbustech.edu</a>

## Columbus Technical College Library Hours of Operation

<b>Fall and Spring Semesters</b>	
Monday-Thursday	7:30 a.m. – 9:30 p.m.
Friday	9:00 a.m. – 4:00 p.m.
Saturday	Closed
Sunday	Closed

<b>Between Sessions</b>	
Monday-Thursday	8:00 a.m. – 4:30 p.m.*
Friday	Closed
Saturday-Sunday	Closed

\*Hours for Between Sessions vary -- Contact the Library (706-649-1852) for these hours

The Library begins closing 15 minutes before the scheduled time. Users may be asked to leave during this period.

### **Who May Use the CTC Library**

The Columbus Technical College Library is open to anyone over the age of sixteen who needs to do research. However, given space limitations and heavy usage by students, priority is given to currently enrolled students. Visitors must sign in at the Circulation Desk.

Because of contractual restrictions imposed by the database providers, some resources may not be available to non-students.

To facilitate Library use by students, Library orientation programs are provided by the staff. Faculty requiring students to use the Library are encouraged to contact the Library staff to arrange an orientation program for their students. General Library orientation classes are available to students each semester. Reservations for the general library orientation classes are taken scheduled through the CARE Center in Patrick Hall as well as by individual instructors. Online Library orientation is available on the Library web page.

# **Columbus Technical College Library Library Guidelines**

## **Rules for Library Premises Use**

### **Furnishings and General Premises**

Library users should exercise care in using Library furnishings. Feet should be kept on the floor and chairs should remain in an upright position. Tables and study carrel desktops should not be used as chairs.

Smoking, eating, and drinking are not permitted anywhere in the Library. This includes seminar rooms, computer labs, and the hallway. The Library reserves the right to revoke Library use privileges in the event of a violation.

Library users should keep all conversation to an absolute minimum. Study carrels and group study rooms are available for Library users wishing to work or study as a group.

### **Care of Personal Belongings**

Personal belongings should not be left in the Library. Library personnel are not responsible for lost or stolen items. Inquire at the Circulation Desk for items that have been lost or found in the Library. This includes personal items such as clothing, books, keys, and glasses. Computer discs that are found are turned in at the Circulation Desk. Items found in the library are turned it to Campus Security.

### **Outside Communication**

The Library is not equipped with a paging system, and personnel do not carry messages to Library users, unless in an emergency (e.g., family emergency).

Telephones at the Circulation Desk may only be used in cases of emergency by permission from the Library staff. Telephones are available in the hallways.

The fax machine in the Library is available for students at a nominal fee. Transmissions are made by the Library staff.

TDD phone services are available in the Library.

## Code of Conduct

Columbus Technical College Library seeks to provide quality service to all patrons. The Library follows the Code of Conduct established by the College and additional rules specific to the Library. The Library will enforce this code. This code has been adopted to enable the Library to provide the proper environment for staff and patrons.

- Unacceptable behavior includes but is not limited to:
  - Loud talking or other noise
  - Physical threats or abuse
  - Running and roaming
  - Abusive or foul language
  - Abuse or misuse of Library furnishings, equipment or material
  - Congregating in or around entrances or stairways
  - Commission of illegal or unauthorized acts on College property
  - Failure to pay fines or other Library costs when due
  - Use of alcohol or mood-altering drugs on college property
  - Inappropriate sexual conduct
  - Any violation of the Acceptable Computer and Internet Use Policy
  
- The following are not permitted:
  - Children under the age of 16 years
  - Solicitation
  - Smoking
  - Eating or drinking
  - Loitering
  - Weapons
  - Possession of alcohol or illegal drugs
  
- Radios, any type of audio player, or any cell phone that does not mute may not be used in the Library

Patrons will be requested to leave if unacceptable behavior occurs. Students may be reported to the office of the Vice-President of Academic Affairs. Suspension of 90 days of Library privileges may occur if a patron is found to have engaged in unacceptable behavior in the Library. Notice of suspension will be sent to the office of the Vice-President of Academic Affairs. Appeal of the suspension may be made in writing to the Vice-President of Academic Affairs. Proper authorities will be notified for any violation of the criminal code.

## **Cell Phone Use**

Ringers on all cell phones in the Library are to be silenced (e.g., set on vibrate). When a call is received or a patron needs to make a call, the patron should leave the Library to conduct the call. The Library reserves the right to revoke Library use privileges in the event of violations.

## **Handling of Library Materials**

For detailed information, Circulation Periods and Borrowing Procedures can be found elsewhere in this guide.

Library users should not re-shelve Library materials. Library material should be left on tables or returned to the circulation desk.

Library personnel have the right to inspect any containers capable of holding books or periodicals.

## **Conference/Group Study Rooms**

The Library provides rooms which can be used for group study or student organization meetings on a first come, first serve basis. The Library reserves the right to restrict use of these rooms. All users must obtain prior permission. Use of these rooms as classrooms preempts use as study rooms.

## **Audio -Visual Services and Streaming Media**

Library provides equipment which can be used to view videotapes and DVD's. Cassette and CD players are also available.

The equipment is to be used in the rooms, unless other arrangements have been made. Audio and video equipment is to be used within closed rooms only.

Columbus Technical College Library is currently in the process of loading its locally held DVD's and VHS media onto a server for streaming media and placing them on the campus server. Students may access streaming media by doing the following:

1. Log on to the college web site
2. Click on "Current Students" tab
3. Scroll down and click on "Instructional Technology Media Library" icon
4. The student will then be asked to enter a user name and password
5. The student will then be able to view the streaming videos that are available on the server



6. If the video has “OPEN” beside it, this means that the student can view the video from home if he/she has a fast enough internet connection
7. If the video has CTC beside it, this means that it can only be viewed from on campus only
8. Student will need access to high speed internet connection to view streaming videos/DVD’s from home. If they do not have a high speed internet connection, they will only be able to view the streaming videos on campus.

While viewing streaming media in the Library, students must wear headphones at all times.

## **Computer Labs**

The Library houses computer labs located in Rooms 702 and 708. The labs are equipped with Windows-based machines that offer word-processing, computer-assisted research, access to the Internet, and other functions requested by instructors.

Access to the computers is restricted by password. Non-students may use computers by requesting an account at the circulation desk. Campus IDs or Photo IDs with Social Security numbers or driver’s license numbers are required for accounts. For detailed information on computer use, see Computer Use Policies elsewhere in this guide.

Each Library user receives 100 printer copies each semester. Additional printer copies are available for purchase in \$5.00 amounts from the Business Office located in the Hartline Building. A color printer is also available to Library users. Color prints will deduct five prints from the user’s total for each page printed (.50 cents per page). You find out what the status is on your remaining print copies by doing the following:

- Go to the college home page web site
- Click on “Current Student” tab
- Click “Check printing account balance” located on left hand side of page
- A screen comes up and asks for Username and Password
- Enter your User Name and Password and you will be shown the remaining balance on your printer account.
- If you feel that you need to add more copies to your account, you may do so at the Business Office in the Hartline Bldg.

The print manager software will alert each user when printer copies are running low. Caution must be used when printing out material as users are responsible for copies made in error.

## **Laptop Use**

The Library has wireless internet access.

## **Photocopiers**

The Library has two photocopiers for users. One is located in the copy room near the entrance of the Library. The other copy is located in the Health Sciences Building on the third floor in the Health Science offices.

Each photocopier accepts dimes, nickels, quarters, and will accept paper bills.

Copy prices are \$.10 per page copied. Two sided copies count as two pages.

Copier users need to contact the Circulation Desk for problems dealing with the copier.

## **Copyright - Photocopying**

Under the 1976 Copyright Act, Libraries may provide limited copying services for their patrons. The following guidelines must be followed for the Library to comply:

- The material must become the property of the patron, and the Library must have no notice that the material will be used for anything but “private study, scholarship, or research.”
- Materials may not be copied in large quantities nor should it substitute for subscription to or purchase of materials. Material that is sent to Reprographic Services and where royalties have been paid is exempt.
- The Library will comply with copyright law concerning all Interlibrary Loans.

## **Access to the Collection**

The Library's online catalog provides access to the collection, as well as access to many electronic book resources. The catalog can be searched from every computer terminal in the Library or by accessing the catalog through the Library webpage. The online catalog can be searched by title, author, keywords or call number or by course reserves. Some materials owned by the Library are not listed in the catalog. Exceptions include some microforms, newspapers, and catalogs. Assistance can be requested at the Circulation Desk if you have difficulty using the system.

Through the Library's online catalog students have access to over 52,000 electronic books (eBooks), including reference books, scholarly monographs, and publications of many university presses, and consumer books that have been converted into digital format. It is possible to perform full-text searches of a single eBook, search thousands of volumes simultaneously, browse topic categories, or read eBooks directly online. Titles may be viewed for 20 minutes or checked out for on-screen viewing for four hours.

## **Library Materials and Circulation Periods**

The Library has six types of materials, categorized by circulation period:

- **Circulating** (2 weeks) – All books located in the Stacks room area. Computer disc that accompany books may be requested at the Circulation Desk. Books in the Stacks Room area include Non-fiction, Fiction, Juvenile, Biography, and Story collections.
- **Reserve** (2 hours Library Use Only) - Material that is placed on reserve at request of instructors. Located at Circulation Desk.
- **Video and audio** (3 Days or Library Use Only) – Only videos **not on campus server may be checked out**. All other videos/audio tapes may be requested at the Circulation Desk.
- **Reference** (Library use only) - Material that is located in the Reference area does not circulate.
- **Periodicals, Newspapers, and Microfilm** - (Library Use Only) Materials that are located in the Periodical, Newspaper, or Microfilm areas do not circulate.
- **Paperback Exchange** – Free exchange service to users.

**Reference materials** must be used within the Library. Materials may be removed from the Library to classrooms within the college, faculty offices, or student activity offices by obtaining permission at the Circulation Desk. The Library reserves the right to retrieve non-circulating materials, even in the absence of the borrower. If materials are not returned on time, the borrower's privileges to remove reference material from the Library may be revoked.

**Circulating materials** include most books, and audios, with the exception of those placed on reserve. Audio-visual materials are available from the Circulation Desk. All audio-visual materials may be viewed or listened to in the Library on walk-in basis, or by appointment, and may be reserved by faculty for classroom use upon request. Videos may be circulated for three days unless marked for "Library Use Only". The majority of the library's DVDs and CD's have been converted to streaming media format and put on

our campus server for use by students on the campus. DVD's and CD's on the campus server can be accessed through ANGEL by clicking on the "Instructional Technology Media Library" icon on the ANGEL web page.

**Non-circulating** materials include periodicals, newspapers, videos, CD's and DVD's on campus server, items in reference, and any other material identified by the Library staff as non-circulating. **Reserve** materials include: Course Reserve, File Drawer materials, designated audio-visual materials and certain other materials in high demand.

**Periodicals, Newspapers, and Microfilm** must be used within the Library. Materials may be removed from the Library to classrooms within the College, faculty offices, or student activity offices by obtaining permission at the Circulation Desk. The Library reserves the right to retrieve non-circulating materials, even in the absence of the borrower. If materials are not returned on time, the borrower's privileges to remove reference material from the Library may be revoked.

**Paperback Exchange** is a free service offered to patrons of the Library. These paperbacks are free to users and are located on a spinning display in the Stacks room. Paper backs located in other areas are part of the collection and must be checked out at the Circulation Desk.

## **Borrowing Procedures**

### **Identification**

When checking materials out of the Library or when using reserve materials in the Library, all students and faculty must present a current College identification card.

### **Requesting Reserve Materials**

Items on the reserve cart may be requested at the Circulation Desk. Reserve materials are to be used only in the Library.

### **Materials Not Available**

If a book is unavailable because it is already checked out, a "hold" may be requested. The Library will refuse renewals, and the book will be held for you at the Circulation Desk. You will be notified of its availability. The book will be held for 24 hours. If a book cannot be accounted for, that is, it is not in its proper location, not checked out, and not at the bindery, a search should be requested at the Circulation Desk.

### **Renewals**

Books may be renewed in person or by telephone (706-649-1852) for the same time period for which they were originally signed out unless there is a hold on the book, it

is long overdue, or there is a demand by others for the book. There is a limit of two renewals per item, after which time the item must be returned to the Library.

## **Recall**

Books may be recalled immediately whenever they are needed for Reserve use. Also, any book may be recalled after two weeks if needed by another.

## **End of the Semester Recall**

All material is recalled to the Library at the end of each semester. Dates are posted prior to the last week of the semester.

## **Fines and Other Penalties**

Fines will be imposed on all borrowers who return Library materials after the due date. In calculating fines, all days and hours the Library is open will be counted.

### Fine Schedule

- 10 cents per day for circulating material.
- 10 cents per hour for reserve material, with a maximum of \$1.00 per day for reserve material.

### Damaged materials: (accidental damage)

- Patron must pay accumulated overdue fine, if any, to the date damage was reported; cost of the damage not to exceed replacement cost; and processing fee of \$10.00.

### Mutilated materials: (deliberate removal of specific pages, chapters, etc.)

- Patron must pay replacement cost of the item, \$10 mutilation fee and processing fee of \$10.00.

### Lost books:

- Patron must pay accumulated overdue fine, if any, to the date item was reported lost; current list price of the item as given by the publisher; and processing fee of \$10.00.
- Default replacement value of out-of-print books is \$34.00. If a patron replaces a lost book with new copy of the same book, the Library will waive the processing fee.
- In the event that materials paid for as lost are later found or returned, the Circulation Department will authorize a refund of the replacement fee and the processing fee, less any overdue fines incurred.

#### Diskettes Accompanying Books:

- If a book is returned without its accompanying diskette(s) or disc, the patron must pay \$5.00 per diskette plus a \$10.00 processing fee.

If materials are not returned after several notifications, including written notification, a charge will be put on the student's record for the cost of replacement. Unpaid charges will delay registration, sending of transcripts and proof of graduation. It is the student's responsibility to provide the Library with accurate contact information.

#### **Confidentiality of Library Records**

Libraries are facing a dilemma of having the responsibility of protecting the privacy of our patrons while responding to legitimate national security concerns. The Library recognizes the confidentiality of information sought or received and materials consulted, borrowed or acquired by a library user. The library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information.

All records concerning Library users and materials used or checked out by users are confidential and will not be made available to any agency of state, federal, or local government or any other person, unless a court order requiring disclosure has been entered by a court of competent jurisdiction. All requests for such information must be referred to the Director, Vice-President for Academic Affairs or their designee.

Library records are defined as a record in any form that is maintained by the Library and that contain any of the following types of information:

- Information an individual is required to provide in order to be eligible to use Library services or borrow materials
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject obtained in the library or through Interlibrary Loan.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Information that does not identify an individual and that is retained for the purpose of studying or evaluating the use of the Library is not considered confidential and is not subject to this policy. Information used for the College for administrative internal purposes is exempt from this policy.

## **Challenged Materials**

- If a patron objects to the Library's ownership of a particular item or items, the Library will be governed by the guidelines set forth in the American Library Association's "Challenged Materials: An Interpretation of the Library Bill of Rights."
- The challenger will be offered the opportunity to complete a "Patron's Request for Reconsideration of Library Material" Form.
- The request will then be reviewed by the Director, and a recommendation will be formulated. The challenger will be notified in writing of the recommendation within 14 days and a copy will be sent to the Vice-President of Instruction and the Library Advisory Committee.
- If the challenger is not satisfied with the recommendation, written appeal must be made to the Library Advisory Committee within 30 days. The appeal will be added to the agenda of the next regularly scheduled meeting of the Library Advisory Committee.
- A final determination will be made in writing and sent to the challenger within 30 days.
- The challenged material will remain in the collection until a determination is made.

## Library Classification

The Library's collection is classified according to the **Dewey Decimal System** classification scheme.

### **000-099 Computer science, information & general works**

000 Computer science, knowledge & systems  
010 Bibliographies  
020 Library & information sciences  
030 Encyclopedias & books of facts  
[040] [Unassigned]  
050 Magazines, journals & serials  
060 Associations, organizations & museums  
070 News media, journalism & publishing  
080 Quotations  
090 Manuscripts & rare books

### **100-199 Philosophy & psychology**

100 Philosophy  
110 Metaphysics  
120 Epistemology  
130 Parapsychology & occultism  
140 Philosophical schools of thought  
150 Psychology  
160 Logic  
170 Ethics  
180 Ancient, medieval & eastern philosophy  
190 Modern western philosophy

### **200-299 Religion**

200 Religion  
210 Philosophy & theory of religion  
220 The Bible  
230 Christianity & Christian theology  
240 Christian practice & observance  
250 Christian pastoral practice & religious orders  
260 Christian organization, social work & worship  
270 History of Christianity  
280 Christian denominations  
290 Other religions

### **300-399 Social Sciences**

300 Social sciences, sociology & anthropology  
310 Statistics  
320 Political science  
330 Economics  
340 Law  
350 Public administration & military science  
360 Social problems & social services  
370 Education  
380 Commerce, communications & transportation  
390 Customs, etiquette & folklore

### **400-499 Language**

400 Language  
410 Linguistics  
420 English & Old English languages  
430 German & related languages  
440 French & related languages  
450 Italian, Romanian & related languages  
460 Spanish & Portuguese languages  
470 Latin & Italic languages  
480 Classical & modern Greek languages  
490 Other languages

### **500-599 Science**

500 Science  
510 Mathematics  
520 Astronomy  
530 Physics  
540 Chemistry  
550 Earth sciences & geology  
560 Fossils & prehistoric life  
570 Life sciences; biology  
580 Plants (Botany)  
590 Animals (Zoology)

### **600-699 Technology**

600 Technology  
610 Medicine & health  
620 Engineering  
630 Agriculture  
640 Home economics & family management

650 Management & public relations  
660 Chemical engineering  
670 Manufacturing  
680 Manufacture for specific uses  
690 Building & construction

### **700-799 Arts & recreation**

700 Arts  
710 Landscaping & area planning  
720 Architecture  
730 Sculpture, ceramics & metalwork  
740 Drawings & decorative arts  
750 Painting  
760 Graphic arts  
770 Photography & computer art  
780 Music  
790 Sports, games & entertainment

### **800-899 Literature**

800 Literature, rhetoric & criticism  
810 American literature in English  
820 English & Old English literatures  
830 German & related literatures  
840 French & related literatures  
850 Italian, Romanian & related literatures  
860 Spanish & Portuguese literatures  
870 Latin & Italic literatures  
880 Classical & modern Greek literatures  
890 Other literatures

### **900-999 History & geography**

900 History  
910 Geography & travel  
920 Biography & genealogy  
930 History of ancient world (to ca. 499)  
940 History of Europe  
950 History of Asia  
960 History of Africa  
970 History of North America  
980 History of South America  
990 History of other areas



## **Reference Services**

The Library provides reference assistance to help in doing research, in identifying particular publications, and in using specific materials. Reference librarians may suggest sources where particular information or publications might be found, in and outside of the Library, and will explain how to use the Library catalogs and other research tools. The Library strives to provide a professional reference librarian during all hours of library operation.

While reference librarians attempt to be of service to all Library users, some limitations may be imposed on the amount of assistance to users not affiliated with the College.

Reference service to non-college users cannot be extended to the point that it interferes with the ability to assist students and faculty. Therefore, at periods of high demand in the Library, the librarian on reference duty may postpone or reschedule assisting a non-college user of the Library.

Telephone reference service is available, but usually will be limited to answering questions which can be quickly and easily determined, e.g. the verification of citations, whether a particular publication is in the Library.

Distance Learning students will be assisted on an as needed basis through telephone and internet services.

Every effort is made to provide the services of a reference librarian during peak Library usage hours. Please ask at the Circulation Desk if you need assistance.

## **Interlibrary Loan (ILL)**

Interlibrary Loan provides a way to obtain books and journal articles not available on campus by borrowing from other libraries through the state Library consortia, the Georgia Online Database (GOLD), to which we belong. Always ask a librarian for assistance in finding the best source for your information if you are having problems finding resources available locally. If the Columbus Technical College Library cannot find your required materials, materials may be available from other libraries by using the Interlibrary Loan form. Ask for a form at the Circulation Desk. This process will take time, so it is best to use the form only if you have at least one to two weeks before your deadline. You will need a complete and accurate citation for finding materials here or elsewhere. Complete citations for books include author(s), title, date of publication and edition. Complete citations for journal articles include author(s), journal name, article title, volume, date, and pagination. The Library will borrow materials not in its collections or obtain photocopies of these materials from other libraries. Interlibrary Loan services are restricted to faculty or students of the College for

the purposes of study, related research, or teaching. This Library secures materials via inter-Library loan as a courtesy extended by the lending library.

To use Interlibrary Loan, complete an Interlibrary Loan form and submit it to the Circulation Desk. Providing complete and accurate information will speed the Interlibrary Loan process. On occasion, the Library may refer users to other libraries for on-site use when material is needed immediately, a large number of titles are required, or a subject area is to be researched without reference to particular titles. Borrowers will be notified when materials arrive. Renewal requests for Interlibrary Loan materials should be made at least one week prior to the materials' due date.

**Obtaining materials:** An effort will be made to obtain materials that are not available at Columbus Technical College Library. Requests will be taken for items of all formats, including books, audio materials, videos, microfilm, magazine/journal articles, etc. No request can be guaranteed. Patrons will be notified if, for some reason, their requests cannot be filled. The delivery date of Interlibrary Loan items cannot be guaranteed. Processing and delivery times vary and cannot be anticipated for individual requests. Only students, staff, and faculty may have access to Interlibrary Loan Services. Faculty, students or staff wishing to request Interlibrary Loan items must have a Library account that is in good standing.

**Receiving Items/ Canceling Requests:** When Interlibrary Loan items are received and processed, patrons will be notified immediately by phone, email or mail. Interlibrary Loan items will be held until the due date posted on them. Items that are not picked up by the due date will be returned to the lending Library. Patrons are encouraged to call the Interlibrary Loan staff member at the Library, if for some reason they are unable to pick up the Interlibrary Loan items within the specified time.

## **Fees**

There are no fees for Interlibrary Loan Services.

**Checkout Period:** Interlibrary Loan items may be checked out for the period specified by the lending library or for a maximum of two weeks from the date they arrive at the Columbus Technical College Library. Each lending library has its own Interlibrary Loan policy, and the Library will honor the policies of those libraries that are willing to share their materials with us. We cannot guarantee the length of the check-out period for any Interlibrary Loan request.

**Renewal:** An effort will be made to renew Interlibrary Loan items as requested by patrons. The possibility of renewal cannot be guaranteed as the lending library may refuse to renew items. Patrons who wish to renew Interlibrary Loan items are encouraged to call the Interlibrary Loan staff member at the Columbus

Technical College Library at least three days before items are due. Items will be renewed for two weeks if the lending Library agrees. Patrons should be aware that Interlibrary Loan items are checked out separately from Columbus Technical College Library items and will not be renewed with such items.

**Overdue Interlibrary Loan Items:** It is important that Interlibrary Loan items be returned on time. Fines for overdue Interlibrary Loan items are fifty cents per item per day, and continue to accumulate until items are returned. Fines not paid in timely manner will result in holds being placed on Banner records. Patrons are responsible for the replacement costs of any Interlibrary Loan items that are lost or damaged.

### **Returning Interlibrary Loan Items**

Patrons are to return Interlibrary Loan items to the circulation desk in the Library.

### **Online Research Resources**

The Library has many computer resources available to assist faculty, students and staff of the College through GALILEO.

GALILEO stands for **GeorgiA Library LEarning Online**, an initiative of the Board of Regents of the University System of Georgia. A World Wide Web-based virtual Library, GALILEO provides access to multiple information resources, including secured access to licensed products. Participating institutions may access over 130 databases indexing thousands of periodicals and scholarly journals. Over 7000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications. Descriptions of databases are available online.

The contracts between the College and GALILEO limit use of these systems to faculty, students and staff of the Columbus Technical College Library.

For questions or further information on all computer-assisted research services, please consult a librarian.

## **Columbus Technical College Library Computer Use and Internet Use Policy**

Columbus Technical College Library follows the computer and Internet use policies established by the Technical College System of Georgia.

### **Acceptable Computer and Internet Use**

Technical colleges throughout the country are moving into the information age by providing computer systems and Internet access for their students and employees.

In making decisions regarding access to the Internet and use of its computers, the Department considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. The department expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. As much as possible, access from Technical Colleges to Internet resources should be structured in ways that point students to those resources that have been evaluated prior to use. While students shall be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students and employees utilizing Technical College-provided Internet access are responsible for good behavior on-line, just as they are in a classroom or other areas of the college.

Using a computer without permission is theft of services and is illegal under state and federal laws. Federal law prohibits misuse of computer resources. In addition, the following specific computer crimes are prohibited by state law in Georgia ( O.C.G.A. § 16-9-90 et seq.):

- **Computer theft** (including theft of computer services, intellectual property such as copyrighted material, and any other property);
- **Computer trespass** (unauthorized use of computers to delete or alter data or interfere with others' usage);
- **Computer invasion** of privacy (unauthorized access to financial or personal data or the like);
- **Computer forgery** (forgery as defined by other laws, but committed on a computer rather than on paper);
- **Computer password disclosure** (unauthorized disclosure of a password resulting in damages exceeding \$500 - in practice, this includes any disclosure that requires a system security audit afterward);
- **Misleading transmittal** of names or trademarks (falsely identifying your self or falsely claiming to speak for a person or organization by using their name, trademark, logo, or seal).

Maximum penalties for the first four crimes in the list are a \$50,000 fine and 15 years of imprisonment, plus civil liability. The maximum penalties for computer password disclosure are a \$5,000 fine and 1 year of imprisonment, plus civil liability.

The purpose of Technical College-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Department. Access is a privilege, not a right. Access entails responsibility.

Users should not expect files stored on Department or Technical College-based computers to be private. Electronic messages and files stored on Technical College-based computers shall be treated like other Technical College premises that are temporarily assigned for individual use. Administrators may review files and messages in an effort to maintain system integrity and in an effort to insure that users are acting responsibly. Moreover, Department and Technical College officials shall cooperate with law enforcement officials who are properly authorized to search Department and Technical College computers and computer systems.

All information created, stored or transmitted by Department or Technical College computers or networks is subject to monitoring for compliance with applicable laws and policies.

The following uses of Department or Technical College-provided computers, networks and Internet access are not permitted:

- To access, upload, download or distribute, obscene material
- To transmit obscene, abusive or threatening language
- To violate any local, state or federal statute
- To vandalize, damage, or disable the property of another individual or organization
- To access another individual's password, materials, information, or files without permission
- To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy
- To engage in any personal commercial enterprise without advance approval in writing by the President of the Technical College
- To knowingly endanger the security of any Department or Technical College computer or network
- To willfully interfere with another's authorized computer usage
- To connect any computer to any of the Department or Technical College networks unless it meets technical and security standards set by the Department
- To create, install, or knowingly distribute a computer virus, "Trojan Horse," or other surreptitiously destructive program on any Department or Technical College

computer or network facility, regardless of whether any demonstrable harm results

- To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization Users of Department and Technical College computers and computer systems are subject to the Department's policy on the development of Intellectual Property. Any violation of this policy and rules may result in disciplinary action against the employee or student. When and where applicable, law enforcement agencies may be involved.

The Department makes no warranties of any kind, either expressed or implied, for the computers, computer systems and Internet access it provides. The Department shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. The Department shall not be responsible for the accuracy, nature or quality of information gathered through Technical College diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through Technical College-provided Internet access. The Department shall not be responsible for personal property used to access its computers or networks or for Technical College-provided Internet access. The Department shall not be responsible for unauthorized financial obligations resulting from Technical College-provided access to the Internet.

The foregoing standards are equally applicable to employees of the Department, wherever housed, and to employees and students of the Technical College.

### **Penalties**

Violations of these policies incur the same types of disciplinary measures as violations of other Department or Technical College policies or state or federal laws, including criminal prosecution.

### **Additional Terms and Conditions of Computer Use**

- Patrons must have a Columbus Technical College computer account to access computers. An account will be given by Library staff when the patron provides a valid ID, such as a Columbus Technical College ID or a driver's license and a Social Security number.
- Currently enrolled Columbus Technical College students have priority access to computers.
- Priority in using the computer labs is given to classes seeking bibliographic instruction.
- Individual usage of a computer is limited to 30 minutes when others are waiting.

- Work within the menu provided. Do not reconfigure the screen settings. Only software provided by the College may be loaded on the computer. See Library staff for details.
- Report any hardware or software problems immediately to a member of the Library staff.
- If the virus alert appears, notify Library staff immediately.
- Users are allowed 100 free prints from the lab printers each semester. Color prints are assessed at five regular prints for each copy made. Additional copies may be purchased at the Business Office in the Hartline Building in \$5.00 increments.
- The Internet is primarily provided so that those users may conduct research and prepare materials related to course work. Although communicating with others is allowed, persons using a chat room or e-mail may be asked to “give up” such use so that another individual who needs to complete an assignment may have access.
- Failure to comply with these terms and conditions may result in loss of privileges of using Library computers for 90 days, as well as other disciplinary action as stated in the TCSG policy.

### **Columbus Technical College Library Home Page**

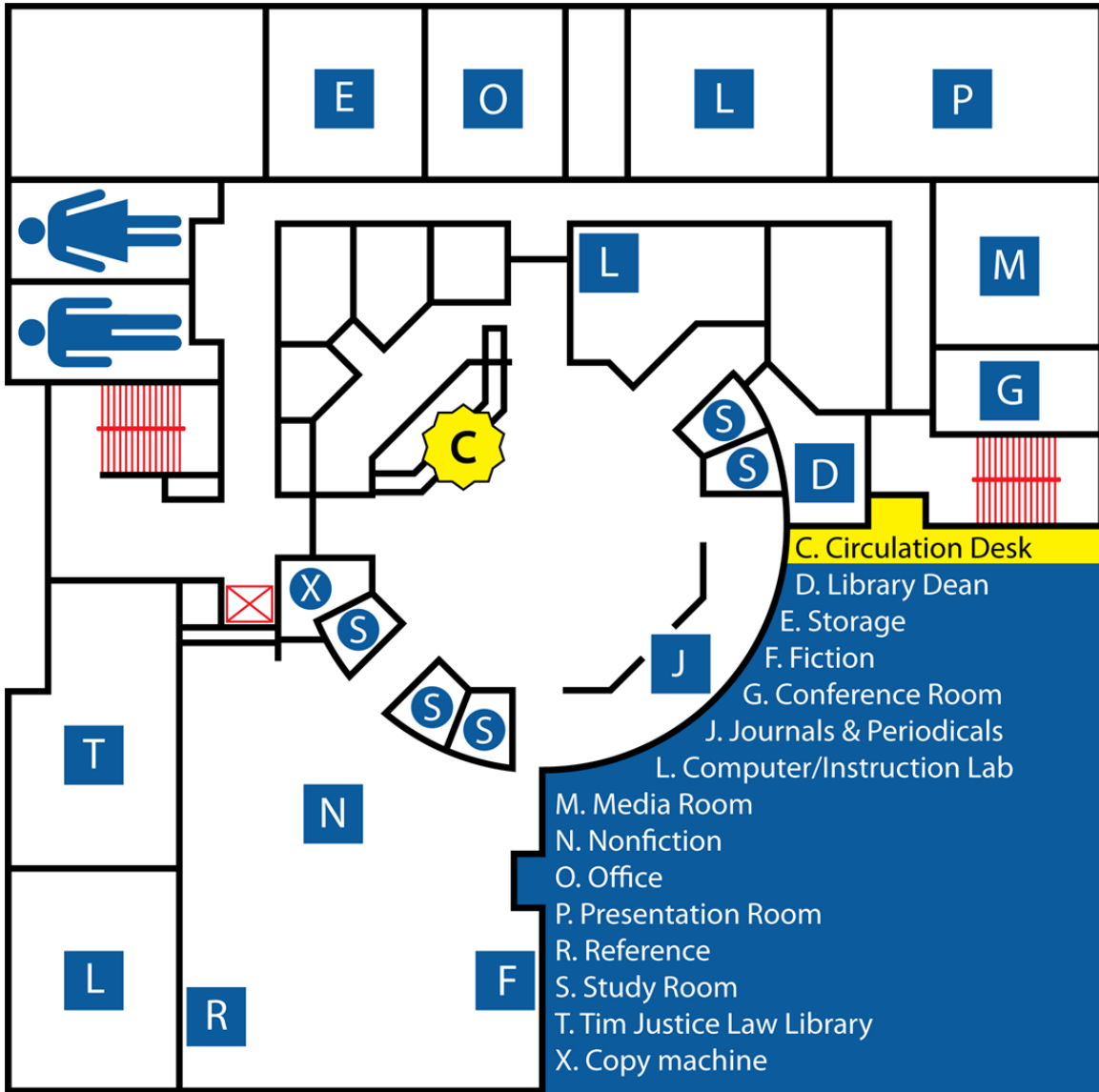
Columbus Technical College home page provides links to other web sites and offers information about the Library and its resources. Please visit us at <http://www.columbustech.edu/academics/library>.

### **Off-Campus Library Service**

Off-Campus Library Service exists to meet the library needs of Columbus Technical College off-campus students, faculty and support staff. Off-campus students have full access to Columbus Technical College Library’s online catalog, many online databases through GALILEO, the online Student handbook for the Library, and online orientation. Off-campus students are allowed to borrow books from the Library’s collection, use interlibrary loan services, and access any other Georgia Department of Technical Adult Education College Library through a state wide resource sharing agreement. The Library offers individual assistance from a librarian via email, phone, online, or fax.

# EXHIBITS

A. Map of the Library





**B. Temporary Card Issued by Columbus Technical College Library to Columbus State University Library**

Columbus Technical College/Columbus State University Library Card		
Expires	_____	
Name	_____	
Signature	_____	
Student No.	_____	
Fall	Spring	Summer

(Front of Card)

Address _____ _____
The bearer of this card is entitled to borrow materials from Columbus Technical College/Columbus State University and is subject to rules and regulations of the lending library. This card is not transferable, and must be presented with a valid ID card from the issuing institution and a picture ID when borrowing.
Librarian _____

(Back of Card)

**C. [Library Acquisition Request Form](#)  (Online)**

**D. [Interlibrary Loan Form](#)  (Online)**

## Notes

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