Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7382, tdoaty@sctech.edu; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7258, tbrooks@sctech.edu; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, Thomaston Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, m.jackson@sctech.edu. Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon Irby, Griffin Campus, Human Resources, 501 Varsity Road, Griffin, Georgia 30223, (770)229-3454, sirby@sctech.edu. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, Griffin Campus, Room 700, 501 Varsity Road, Griffin, GA 30223, (770)228-7348, sjohns@sctech.edu.
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FROM YOUR LIBRARY STAFF

We are dedicated to supporting teaching and professional growth here at Southern Crescent Technical College. Our goal is to help you find and utilize the world of information sources available to you through the Southern Crescent Technical College Libraries.

We want to hear from you! Feel free to call us at 770-412-4755 or 706-646-6173 anytime you have a question or concern.

Your Southern Crescent Technical College Libraries welcome you!
LIBRARY MISSION

Southern Crescent Technical College Libraries provide quality academic library resources and services in support of SCTC’s technical degree, diploma and certificate programs, as well as its programs in adult education, continuing education and workforce training.

The SCTC Libraries’ mission is achieved through the following activities:

- Acquiring knowledge resources.
- Organizing resources for successful and efficient access.
- Providing access to other libraries and information resources worldwide.
- Assisting users in finding the knowledge and information resources they seek.
- Teaching knowledge and information research skills.
- Providing a setting that fosters study and research.
- Preserving materials for future use.

In addition to books, periodicals, documents, and non-print media, the Library provides access to bibliographic and full-text journals, e-reference, and e-book literature through numerous online databases and electronic resources.
THE LIBRARY AND YOU

Welcome to the Southern Crescent Technical College (SCTC) Libraries! Here you will find a wide variety of materials to support your academic work, and some leisure time reading materials as well. The ability to research, locate, and utilize information is an important life-long skill. Becoming familiar with your college library and computer labs (its people, computers, resources, and study space) will enhance your college experience.

This is your College and your Library. Please respect the resources and materials that have been collected and organized at great expense and effort for you and future students.

The Library is an academic facility. A high standard of conduct and use are necessary for the benefit and comfort of all users:

- Respect others’ need for quiet study areas.
- Cell phone ringers are to be silenced (e.g., set on vibrate). Please leave the library to receive a call or make a call.
- Display a proper attitude toward property, refraining from abusing or moving furniture and vandalism.
- Food is not allowed in the Libraries or Library-supervised computer labs. Drinks must be covered and are allowed only in designated areas.
- Library materials are not to be removed without being properly checked out. To do so is to abuse library privileges, to infringe on the needs of others, and to violate the standards of conduct of SCTC.
GENERAL INFORMATION

CONTACT

EMAIL: library@sctech.edu
FAX: Griffin: 770-229-3006
Flint River: 706-646-6240

PHONE: Griffin: 770-412-4755
Flint River: 706-646-6173

Anyone with library related or research questions at one our SCTC centers should call the libraries.

BOOKS AND PERIODICALS

Search for titles from the Flint River and Griffin campus libraries in the online catalog (http://library.sctech.edu/surpass/websafari.exe). Students may check out books from the General Collection and Fiction Browsing Section for 8 weeks or until the end of the term. Books in General Reference, Legal Reference and the Career Services Collection are non-circulating, and can be used only in the Library. Periodicals (magazines and journals) do not circulate. They are to be used only in the library. Students at the centers have access to limited on-center print resources and may request other resources via intercampus library loan to be delivered to them at the centers.

Students, staff and faculty at Southern Crescent may check out up to 10 books and 2 audio/visual materials out concurrently. Student enrolled in Southern Crescent’s Adult Education program can check out up to 3 books and 2 a/v materials at once. Student and employee IDs function as library cards at either library location.

ELECTRONIC RESOURCES

Electronic resources are available to on and off-campus students. Electronic resources can be accessed by visiting the library webpage (www.sctech.edu/libraries). If prompted for a password, please contact a library.

COPY MACHINE

A machine for photocopying is located in each branch of the SCTC Libraries. We ask that faculty limit their copies to no more than 50 per day when using the student copier.

RESERVES AND E-RESERVES

Reserve materials have been requested by instructors to be held for use by their class members. Ask at the Circulation Desk on each campus by course for these materials. HOLDs/RECALLS: If the item you want is checked out and you wish to be notified of its return, a HOLD can be placed on the item at the Griffin or Flint River Circulation Desk.

If an item you urgently need is checked out and you would like to have it as soon as possible, a request to RECALL the item may be made. The patron with the desired item is assured a minimum of two weeks use, except when an item is needed for Reserves. He/she is notified that another has requested it and is urged to return it.
Only SCTC faculty, staff and students may place holds and recalls on library material. A validated student ID or Faculty/Staff library card must be presented for this service.

**LIBRARY HOURS**

<table>
<thead>
<tr>
<th>Flint River Library Regular Hours</th>
<th>Griffin Library Regular Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday: 8:00am-7:00pm</td>
<td>Monday-Thursday: 7:30am-9:00pm</td>
</tr>
<tr>
<td>Friday-Sunday: CLOSED</td>
<td>Friday-Sunday: CLOSED</td>
</tr>
</tbody>
</table>

Operating hours between terms are as posted.

**LIBRARY LOCATION**

<table>
<thead>
<tr>
<th>Flint River Library Address</th>
<th>Griffin Library Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1533 Highway 19 South</td>
<td>501 Varsity Road</td>
</tr>
<tr>
<td>Thomaston, GA 30286</td>
<td>Griffin, GA 30223</td>
</tr>
</tbody>
</table>

**COMPUTER LABS**

<table>
<thead>
<tr>
<th>Griffin Campus</th>
<th>Henry County Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Building 221</td>
<td>300 Lakemont Drive, Rm. 126</td>
</tr>
<tr>
<td>Hours: Monday-Thursday, 7:30am-5:00pm</td>
<td>McDonough, GA 30253</td>
</tr>
<tr>
<td>Phone: 770-412-4755</td>
<td>Hours: Monday-Thursday, 7:45am-7:00pm</td>
</tr>
<tr>
<td></td>
<td>Phone: 770-914-4423</td>
</tr>
</tbody>
</table>

**LIBRARY COMPUTERS, LAPTOPS, WIRELESS NETWORK ACCESS, AND PRINTERS**

Computer workstations with networked printers are available for accessing the online library catalog, as well as other Internet resources, at each of the library branches and library-supervised computer labs at SCTC. In addition to internet access, the computer workstations also have the latest version of Microsoft Office, Adobe Flash Player, Adobe Acrobat, and Keyboarding Pro. These programs are needed to successfully complete core courses.

Users with their own wireless-capable laptop computer can access both the Flint River and the Griffin campus networks within the library area. Ask a Library staff member for assistance.

Copy machines are also available at both library locations.

**PRINTING ALLOTMENTS**

During the semester, each enrolled student is provided with $10 of free printing on his library print account. After that amount has been spent, students must pay for their own printing at the cost of $.10 per page. Any money on an account that is not spent by the end of the term will not roll over into the next term. Library staff cannot give cash back for money on an account not spent. Refunds for print jobs are on a case by case basis.

**ADAPTIVE TECHNOLOGY**

The Libraries offer assistance with information technologies to all members of the community who are physically, visually or learning impaired. Both libraries have adaptive technology workstations that offer software and hardware to meet the needs of students. These workstations are equipped with:

- Windows Narrator (Text to speech software)
- Windows Magnifier (screen magnifying software)
- Automatic lift worktable
- Accessible printer

Additionally, the libraries, in coordination with the Special Services Division of Student Affairs, provides digital voice recorders, microphones, headphones, screen magnifiers, keyboards, mice and other resources to meet the learning and access needs of the College community. Please see a library staff member if you have questions or to check-out an item.

LIBRARY WEBSITE

The SCTC Library website (http://www.sctech.edu/libraries) is the central hub for searching for and accessing the wide variety of information resources provided by the SCTC Libraries. Consider placing a permanent bookmark to the Library website in your web browser for easy access.

NEW BOOKS

Recently received books are displayed just inside the Main Entrance of each SCTC Library.

SCTC LIBRARIES STAFF

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Griffin Campus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kate Williams, Director of Library and Media Services</td>
<td><a href="mailto:kewilliams@sctech.edu">kewilliams@sctech.edu</a></td>
<td>770-229-3155</td>
</tr>
<tr>
<td>Sherry Brooks, Public Services Librarian</td>
<td><a href="mailto:sbrooks@sctech.edu">sbrooks@sctech.edu</a></td>
<td>770-229-3156</td>
</tr>
<tr>
<td>Bonni Capobianco, Technical Services Librarian</td>
<td><a href="mailto:bcapobianco@sctech.edu">bcapobianco@sctech.edu</a></td>
<td>770-229-3186</td>
</tr>
<tr>
<td>Teresa Nesbitt, Outreach Services Librarian</td>
<td><a href="mailto:tnesbitt@sctech.edu">tnesbitt@sctech.edu</a></td>
<td>706-646-6225</td>
</tr>
<tr>
<td>Katherine Jenkins, Library Technical Assistant</td>
<td><a href="mailto:kjenkins@sctech.edu">kjenkins@sctech.edu</a></td>
<td>770-412-4755</td>
</tr>
<tr>
<td>Schneatha Higgins, Lab Assistant</td>
<td><a href="mailto:shiggins@sctech.edu">shiggins@sctech.edu</a></td>
<td>770-412-5754</td>
</tr>
<tr>
<td>Betty Cain, Lab Assistant</td>
<td><a href="mailto:bcain@sctech.edu">bcain@sctech.edu</a></td>
<td>770-412-5754</td>
</tr>
<tr>
<td><strong>Henry County Campus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denise Morales-White, Lab Assistant</td>
<td><a href="mailto:dwhite@sctech.edu">dwhite@sctech.edu</a></td>
<td>770-914-4423</td>
</tr>
<tr>
<td>James &quot;Tim&quot; Slaton, Evening Lab Assistant</td>
<td><a href="mailto:tslaton@sctech.edu">tslaton@sctech.edu</a></td>
<td>770-914-4423</td>
</tr>
<tr>
<td><strong>Flint River Campus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonnie Parker, Administrative Librarian</td>
<td><a href="mailto:bparker@sctech.edu">bparker@sctech.edu</a></td>
<td>706-646-6391</td>
</tr>
<tr>
<td>Jane Busby, Library Technical Assistant</td>
<td><a href="mailto:jbusby@gsctech.edu">jbusby@gsctech.edu</a></td>
<td>706-646-6173</td>
</tr>
</tbody>
</table>
SERVICES TO FACULTY

The Library provides services to faculty in support of their own research or education activities (including those aimed toward obtaining a degree), reference assistance to help in identifying particular publications and other resources needed to support teaching, and in using specific materials. The librarians may suggest sources where particular information or publications might be found, in and outside of the Libraries, and will explain how to use the Libraries’ catalog and other search tools.

The Libraries provide class-specific orientations covering resources available in the Libraries, GALILEO access and GALILEO databases. In addition, the Libraries will be glad to design an orientation tailored specifically to the needs of the faculty member and the class.

Services to faculty also include help in designing assignments and learning activities which develop information literacy skills to enhance student achievement in programs. Students with strong information literacy skills have competitive advantage in the job market.

Telephone reference service is available (see Staff Listings above for contact information), but will be limited to providing brief answers to questions.

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

CIRCULATION

SCTC students, faculty and staff are encouraged to checkout library materials. In order to borrow an item, bring your books and non-print materials to the Circulation Desk. Borrowers must have a valid, updated Southern Crescent Technical College ID or a valid ID from a college in the Technical College System of Georgia. More detailed rules concerning fines, loan periods, etc. appear later in this document.

Reference books, periodicals, and some videotapes do not routinely circulate outside the Library. For demonstration use in a classroom, see a Library staff member to arrange a special loan.

RESERVE MATERIALS

The Libraries will place instructor supplied materials or library materials on reserve for library use only by authorized course sections. Items may be put on hold for one (1) or three (3) hour check-outs. The Libraries do not assume responsibility for replacing stolen reserve materials owned by faculty.

RESERVE FORMS

Reserve forms are available at the Circulation Desk. Reserve requests are subject to approval by the Director of Library and Media Services.

RENEWING BOOKS

Books may be renewed for an additional lending period if not placed on HOLD for someone else. Renewed books are subject to recall if needed by another library user. Bring your ID card in or call the Library staff where you checked out the book.

RETURNING LIBRARY MATERIALS

Please return all Library materials to a Circulation Desk or Book Return, so that they can be returned to the shelf as soon as possible.

PLACING A HOLD ON CHECKED-OUT BOOKS

If a book you need is not in its correct shelf location, check the online catalog to see if it is checked out. If it is, you may place a HOLD on it so it cannot be renewed. Request Holds at the Circulation Desk. You will be notified when the book is available.

OVERDUE BOOKS

Items should be returned to the Library before they become overdue. The due date is included on the card located in the back of each book. You are responsible for the timely return of all books checked out.

Overdue notices are sent out as a courtesy once materials are overdue. Overdue notices are sent out via the postal service to the addresses listed in students’ Banner accounts and via email.

SCTC students, faculty, and staff are not charged fines. The checkout system will automatically block you from further checkouts and place a hold on your Banner account when you have items seriously overdue.
END OF 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 term.

DAMAGED, MUTILATED AND LOST ITEMS

*Damaged materials (accidental damage):*
Patron must pay the 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, $10.00 mutilation fee and processing fee of $10.00.

*Lost books:*
Patron must pay current replacement cost of the item and processing fee of $10.00. Default replacement value of out-of-print books is $25.00. If a patron replaces a lost book with a 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 less the processing fee.

*CDs Accompanying Books:*
If a book is returned without its accompanying CD(s), patron must pay $5.00 per CD plus a $10.00 processing fee.

If materials are not returned after several notifications, a hold will be placed in BANNER attached to the student’s record for the cost of replacement. Unresolved holds will delay registration, sending of transcripts and proof of graduation. It is the student’s responsibility to provide the Library with accurate contact information.

HANDLING OF LIBRARY MATERIALS

Library users should not re-shelve Library materials. Library material should be left on tables or returned to the Circulation Desk. This allows Library staff to learn which books are being used in the Libraries, so that they can make selection decisions that benefit users.

Library personnel reserve the right to inspect any briefcases, book bags, or other containers capable of holding books or periodicals.

AUDIO-VISUAL SERVICES

Due to health concerns, the Libraries do not provide headphones for use with the computers. The College bookstores sell inexpensive headphones that are compatible with computers.

Other equipment can be reserved at the Circulation Desks of the main campus Libraries. Different equipment is available at each location, and cannot be transported between campuses. The Libraries reserve the right to restrict reservations.

The equipment is to be used in the room, unless other arrangements have been made.
EQUIPMENT LOANS

Faculty and staff are allowed to check-out laptop, projectors, televisions, DVD/VHS players and projection remotes. Availability of these items varies by location. These items may be borrowed for up to 24 hours (unless prior approval is obtained from the Director of Library and Media Services) and are available on a first-come-first-served basis.

EQUIPMENT LOAN FORM

An equipment loan form is available at the Circulation Desk. All information requested on the form is required. Equipment loan services are restricted to faculty, staff or administration of the College for the purpose of professional development, related research, or teaching. The Libraries loan equipment solely at their discretion. Misuse or abuse of equipment or borrowing privileges can lead to loss of those privileges and any additional consequences at the discretion of SCTC administration.
REFERENCE SERVICES

The Reference Librarians are available to assist you with research and in determining resources and materials appropriate to your needs or interests. In addition to in-person assistance, you can also access reference services via telephone 706-646-6173 or 770-412-4755, chat reference via the library webpage, or online via email from the library webpage.

INFORMATION LITERACY MISSION AND PROGRAM OVERVIEW

Information Literacy is defined as the ability of an individual to “recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information (ALA 1989).” The Libraries Information Literacy Mission is to assist members of the College community with developing information-seeking abilities that support SCTC’s mission to provide “relevant technical education at the associate degree, diploma, and certificate levels and workforce training programs via traditional and distance learning formats that promote lifelong learning and impact economic development in the west central Georgia region that spans south of Atlanta and north of Macon (Student Handbook 2012-2013, 6).”

The Libraries accomplish the Information Literacy Mission through the following activities:

- By collaborating with instructors from all programs areas and degree types to integrate information literacy into academic programs
- By promoting the use of library resources in all formats
- By providing library instruction in formal or informal settings and in-person or virtually
- By evaluating the effectiveness of our services
- By continually engaging in professional development activities in the area of information literacy

LIBRARY INSTRUCTION

Library instruction programs are provided by Library staff. Faculty assigning library projects to students are encouraged to contact the Library staff to arrange a basic orientation to the library and the Internet for their students. Faculty may also request a personalized Library Instruction session based on a class assignment or a targeted information skill. Library Instruction is a key part in successfully achieving the Library Information Literacy Mission, as it not only provides students with the skills necessary to successfully utilize library resources, but it helps develop information literacy skills that promote lifelong learning.

EMBEDDED LIBRARIANS

If requested by an instructor, a librarian may be “embedded” in a course in order to assist with developing the information literacy and research skills of the students in the course. The Embedded Librarian may work with the class for only one assignment or for as long as the term. The length of time and depth are up to the needs of the course and the instructor. If you have questions about this service, please contact the librarian.

OFF-CAMPUS LIBRARY SERVICE

Off-Campus Library service exists to meet the library needs of Southern Crescent Technical College off-campus and online students, faculty and support staff. Also, librarians are available by phone, chat, fax, or email. (See Table above for staff contact information.)
LIBRARY WEBSITE

Off-Campus and online students with an Internet-connected computer have full access to the SCTC Libraries’ online catalogs (http://library.sctech.edu/surpass/websafari.exe), many online databases through GALILEO, and other online resources found on the SCTC Libraries website (http://www.sctech.edu/libraries).

LIBRARY ORIENTATIONS

Orientations to SCTC Libraries’ services are conducted each semester by library staff. During Orientation and Advisement, the Libraries provide library orientations that introduce students to library resources both online and physical as well as tours of the facilities. At the start of the term, the Libraries also offer ANGEL and Student Email training.
RESEARCH SERVICES

REFERENCE SERVICE

The Librarians (and other Library staff on off-hours) are available to assist you in determining resources and materials appropriate to your research needs or interests. The Griffin Campus Library has Librarians available to assist you from 7:30am-8:00pm Monday through Thursday. The Flint River Campus Library has Librarians available to assist you from 8:00am-7:00pm Monday through Thursday. Reference services can be accessed on a walk-in basis at the Library Desk or by making an appointment with a Librarian.

ELECTRONIC RESOURCES

The SCTC Libraries provide access to numerous electronic reference, journal databases, and e-books for SCTC students, faculty, and staff, accessible via GALILEO (www.galileo.usg.edu) on the Library’s website. Check with the Librarian for specific research needs. See Appendix 7 for a partial listing of electronic resources available over the Internet. When accessing the GALILEO website from off-campus you will be prompted to login using a password. The password changes every term, and is available by calling the library at 706-646-6173 or 770-412-4755, or through chat or email. Be sure to have your student ID number available when calling.

AREA LIBRARIES

Gordon College’s Hightower Library, located in Barnesville, is a resource available to SCTC students. Students may also utilize Clayton State University Library located in Morrow. Both libraries have a Reciprocal Borrowing Agreement with SCTC Libraries that allows students with current IDs and a completed Patron Verification Form to use their resources and check-out materials. Patron Verification Forms are available at the front desk of both Southern Crescent Library locations. Any Technical College System of Georgia college library is also welcome to all SCTC students with current IDs per the TCSG Library Council Agreement. Contact the Libraries is you have questions.

The public libraries serving the SCTC service area welcome use of their materials after registering for a PINES library card. Each county has a library that serves the county under the governing Regional or County system.

COPYRIGHT AND PHOTOCOPYING

Under the 1976 Copyright Act, libraries may provide limited copying services for their users. The Libraries provide self-service copying facilities for students. Faculty should use facilities reserved for faculty on each campus. The following guidelines must be followed for the Libraries to comply with copyright law:

- The copied material must display the following information: “Notice: This material may be protected by the copyright law.”
- The material must become the property of the user, and the Libraries must have no notice that the material will be used for anything but “private study, scholarship, or research.”
- The Libraries will comply with copyright law concerning all Interlibrary Loans.

INTERLIBRARY LOAN (ILL)

No library has the space or money to collect every book or periodical that its patrons might need to use. However, many libraries lend materials to other libraries. The SCTC Libraries has access to Georgia libraries’ holdings through GOLD (the Georgia Online Database) and the holdings of libraries outside Georgia via Worldcat, a menu choice on GALILEO. Requests for books or journal articles via Interlibrary Loan are made using the Interlibrary Loan Request
Form available on the Library website or in person at the SCTC Libraries. Always ask a librarian for assistance if you are having problems finding resources. If the Libraries do not hold the materials you require, or it is not available electronically, materials may be available from other libraries.

Currently, there is no charge for this service. The process of requesting, shipping, and receiving of materials varies and can take several days to as much as 2 weeks. Allow sufficient time to receive the material you request. Use of Interlibrary Loan is limited to Southern Crescent Technical College students, faculty, and staff.

**INTERLIBRARY LOAN FORM**

Interlibrary loan request forms are available at the Circulation Desk or online on the Library website. The ILL process may take several weeks. All information requested on the form is required. Interlibrary Loan services are restricted to faculty, staff, or currently enrolled students of the College for the purpose of study, related research, or teaching. The Libraries acquire materials solely at the discretion of the lending library whose rules and conditions must be observed.

**INTERLIBRARY LOAN PROCEDURES**

Please complete one Interlibrary Loan Form for each item and submit it online or to the Circulation Desk. Neither delivery date nor availability of material can be guaranteed, although every effort will be made to obtain the material requested.

Once the form is submitted, you will be notified by phone or email that the item has arrived. Users will be notified if, for some reason, their requests cannot be filled. Books must be returned in time to allow return of the item to the lending library by its due date. Please plan to return items promptly. Users are encouraged to call the Libraries (706-646-6173 or 770-412-4755) for information or to update or renew their requests.

On occasion, the Libraries 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.

Renewal requests for Interlibrary Loan materials should be made at least one week prior to the materials’ due date.

*Receiving Items/ Canceling Requests:*  
When Interlibrary Loan items are received and processed, users will be notified immediately by phone, e-mail 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. Users are encouraged to contact a librarian 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 the maximum of two weeks from the date they arrive at the Southern Crescent Technical College Libraries. Each lending library has its own interlibrary loan policy, and the Libraries 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 requests.

*Renewal:*  
An effort will be made to renew Interlibrary Loan items as requested by users. Renewal is at the discretion of the lending library. Users who wish to renew Interlibrary Loan items are encouraged to contact a librarian at least three
days before items are due. Items will be renewed for the period determined by the lending library. Users should be aware that Interlibrary Loan items are checked out separately from Southern Crescent Technical College 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 may be assessed for late returns. Fines not paid in a timely manner will result in holds being placed on Banner records. Users are responsible for the replacement costs of any Interlibrary Loan items that are lost or damaged.

*Returning Interlibrary Loan Items:*
Users are to return Interlibrary Loan items to the Circulation Desk at the campus from which they were checked out.

**INTERCAMPUS LOAN**

Intercampus loan allows currently enrolled students, faculty or staff at any location request that a library material located off their main SCTC location to be delivered to another SCTC location free of charge. This service is especially valuable to Center students who may not have access to the physical materials needed to complete assignments at their location. In order to request that an item be delivered to your Campus or Center, please fill out an Interlibrary Loan Request from found either online at the Libraries’ website or in the libraries at the desk.

**RESOURCES ON DEMAND**

Resources on Demand is a service that allows student and faculty/staff to request that the Libraries purchase an item. This is an alternative to Interlibrary Loan, but requests are subject to approval. In order to request an item, first fill out the request form found either online or at the library desk. Then, turn it in to the library via email or in person. The library will let you know if the request was approved and when you can expect your item to arrive. Most items will be available in 4 days.

Please note that requests are subject to approval. Requests may be placed on hold to order at a later date pending funding.

Reasons why a request will be approved:

- Supports a program need (like if we don’t have any books on the subject or they are out of date).
- Is a popular item that other people will want to check-out (like a bestseller or blockbuster movie).
- Is a personal improvement item (like a book on doing your taxes or a dvd on interview skills).

Reasons why a request will be placed on hold:

- The library budget does not have the funds to purchase the item at that time. Requests on hold will be fulfilled as funds become available.

Reasons why a request will be declined:

- The library already owns it.
- It is a textbook.
- The requestor does not explain why he/she wants the library to buy it.
- It has no personal improvement value and does not support a program (like pornography).
OTHER POLICIES

CONFIDENTIALITY OF LIBRARY RECORDS

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 of Library Media Services, Vice President for Academic Affairs, or their designate. 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 about an individual that is required 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 provided by an individual to assist a library staff member in answering a specific question or to provide information on a particular subject.
- Information that preserves anonymity and 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 by the College for administrative internal purposes is exempt from this policy.

MATERIALS SELECTION

Materials in the SCTC Libraries collections are selected to support the academic programs offered by SCTC. Every effort is made to ensure that they are relevant, authoritative, and up-to-date. Please suggest any titles you would like to see in the library collections. Librarians will contact you periodically to ask that you assist with functions such as evaluating items for purchase or wedding sections relevant to your area. Please take advantage of these opportunities so that the Libraries can provide you with the best resources for your programs.

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 and eating is not allowed in the Libraries. Drinks are allowed only in designated areas and must be covered securely. The Libraries reserve the right to revoke Library use privileges in the event of a violation.

Library users should keep all conversation to a minimum; however, students may study in a group.

CARE OF PERSONAL BELONGINGS

Personal belongings should not be left in the Libraries. 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 and/or USB drives that are found are turned in at the Circulation Desk.
OUTSIDE COMMUNICATION

The Libraries are not equipped with a paging system, and staff do not carry messages to Library users, except in case of an emergency (e.g., family emergency). Telephones at the Circulation Desk are for College business only and may not be used by students. The Library does not provide a fax machine for student use.

COMMUNITY USE

Community members who are not currently enrolled or employed at Southern Crescent Technical College are welcome to use the library provided they follow the Community Use Guidelines. All visitors must check-in at the appropriate area once arriving on campus. Visitors to the libraries are welcome to use the resources in-house. Please ask a library staff member if you have questions. Those who are not current students, faculty or staff may not check-out materials, although they are welcome to use the resources in-house and take advantage of the copiers. Copies are $.10 per page. Those who are not current students, faculty or staff may not use the main library computer lab. Those computers are for current students. The libraries have set aside designated open computer workstations that community members can utilize. Please see a library staff member to use one. The online resources like GALILEO are available to community members only while on-campus. Those who are not current students, faculty or staff may not access these resources from off-campus. Those who are not current students, faculty or staff have access to the libraries’ reference services. Please note that the library staff will try to accommodate all reference inquiries, but enrolled student or faculty/staff questions may take priority. Items from our collection, while not able to be checked out by a community member, can be interlibrary loan requested from another institution.
LOCATING MATERIALS

ONLINE CATALOG

Southern Crescent Technical College uses the Surpass library software to maintain the Library catalogs. The catalog is accessible anywhere on- or off-campus from the link on the Southern Crescent Technical College Library website (http://www.sctech.edu/libraries).

BOOK CLASSIFICATION

The call number listed on a catalog record and printed on the spine of a book (or non-print media cases such as CDs and DVDs) is the key to locating the book in the Library. It determines the shelf arrangement of books, grouping those together that deal with similar subject matter.

The Southern Crescent Technical College Libraries use the Library of Congress (LC) Classification. An outline of this classification scheme is posted on the Library of Congress website. Books are arranged on the shelf alphabetically by the first letter, then by the second letter. When the letters are the same on two or more books, arrangement is then numeric according to the next line of the call number. This pattern continues through additional lines.

Examples:

<table>
<thead>
<tr>
<th>D</th>
<th>D</th>
<th>DA</th>
<th>DA</th>
<th>DC</th>
<th>DC</th>
</tr>
</thead>
<tbody>
<tr>
<td>412</td>
<td>412.2</td>
<td>28</td>
<td>124</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

Numbers to the right of a decimal point in a call number are arranged in decimal order, as demonstrated by the last two examples above (.32 comes before .4).

SPECIAL LOCATION NOTATIONS

REF - Reference Area

PERIODICALS

The latest issue received of each print journal, magazine, and newspaper is located in the Periodicals Display Rack. Please keep them in this area. Older issues of journals and magazines are housed by title alphabetically on the shelving nearby. Back issues of newspapers are kept for six months. Ask at the Circulation Counter. Periodicals may not be checked out. For demonstration use in a SCTC class, see a Library staff member for a Special Loan.

A variety of online journal databases are accessible from this Library through the GALILEO website (http://www.galileo.usg.edu). When accessing the GALILEO website from off-campus you will be prompted to login using a password. The password changes every semester, and is available by calling the nearest library facility (Griffin – 770-412-4755, or Flint River – 706-646-6173. Be sure to have your student ID number available when calling.)
Library of Congress Classification System

The Library of Congress Classification System organizes material in libraries according to twenty-one branches of knowledge (listed below). In parentheses are subjects within that sub-division.

A - General Works
B - Philosophy
C - Auxiliary Sciences of History
D - History: General and outside the Americas
E - History: United States
F - History: United States Local and America
G - Geography
H - Social Sciences
J - Political Science
K - Law
L - Education
M - Music
N - Fine Arts
P - Language and Literature
Q - Science
R - Medicine
S - Agriculture
T - Technology
U - Military Science
V - Naval Science
Z - Library Science
APPENDIX 2

Understanding Call Numbers

This tutorial was created to help library users uncover the mysteries of call number reading.

Let's start with a sample call number:

QE 534.2 B64

Call numbers can begin with one, two, or three letters.
- The first letter of a call number represents one of the 21 major divisions of the LC System. In the example, the subject "Q" is Science.
- The second letter "E" represents a subdivision of the sciences, Geology. All books in the QE's are primarily about Geology.
- Books in categories E, United States History, and F, Local U.S. History and American History, do not have a second letter.
- Books about Law, K's, can have three letters, such as KFH, Law of Hawaii.
- All other subject areas will have call numbers beginning with one or two letters.
- For most of the subject areas, the single letter represents books of a general nature for that subject area (i.e. Q - General Science or D - General World History).

Numbers after letters.
- The first set of numbers in a call number help to define a book's subject.
- "534.2" in the example teaches us more about the book's subject. The range QE 500-625 are books about "Dynamic and Structural Geology."
- Books with call numbers QE534.2 are specifically "Earthquakes, Seismology - General Works - 1970 to Present"
- One of the most frequently used number in call numbers is "1" which is often used for general periodicals in a given subject area. For example, Q 1 S3 is the call number for the journal Science

Cutter Numbers
- This leads us to the next segment of our tutorial, the cutter number. The cutter number is a coded representation of the author or organization's name or the title of the work (also known as the "Main Entry" in library-lingo) Charles Ammi Cutter first developed cutter numbers using a two-number table. A three-number table was developed in 1969. The "S3" in our last example is simply code for the journal title Science. 2
- Some books have two Cutters, the first one is usually a further breakdown of the subject matter. For example, QA 76.76 H94 M88 is a book located in the Mathematics section of the Q's. QA 76 is about Computer Science. The ".76" indicates Special Topics in Automation. What's the special topic? "H94" tells us that this is a book about HTML, and the M88 represents the first last name of the first author listed last name, Musciano. The book is HTML: The Definitive Guide

Shelving and Locating
- Items are shelved by call numbers - in both alphabetical and numerical order. The letters at the beginning of the call number are alphabetical. The numbers immediately following are in basic numerical order, i.e. 5 then 6, 50 is after 49 and before 51, and 100 is after 99. Thus,
The cutter numbers (A3, A31, Z4, C3, and A2 in the above example) are sorted first by the letter and then by the number as a decimal. For QD 1 A5, think of it as being QD 1 A 0.5, for QD 1 A332 read QD 1 A 0.332. Therefore,

<table>
<thead>
<tr>
<th>QD 1 A3</th>
<th>QD 1 A 31</th>
<th>QD 1 A 311</th>
<th>QD 1 A 4</th>
<th>QD 1 A 405</th>
<th>QD 1 A 41</th>
<th>QD 1 A 4105</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q 10 C 3</td>
<td>Q 10 C 3</td>
<td>Q 10 C 3</td>
<td>Q 10 C 3</td>
<td>QD 1 A 5</td>
<td>QD 1 A 5</td>
<td>QD 1 A 5</td>
</tr>
<tr>
<td>copy 1</td>
<td>copy 2</td>
<td>Plates</td>
<td>Plates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dates, volume and issue numbers, copy numbers, and other annotations are like an additional cutter number but are shelved by basic alphabetization (numbers alone come before letters):
Library Rules of Conduct

Southern Crescent 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 these rules. They have 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 doors
- 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
- Drinks without lids
- 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 Dean of Academic Affairs. Suspension 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 Dean of Academic Affairs. Appeal of the suspension may be made in writing to the Dean of Academic Affairs. Proper authorities will be notified when criminal code violations occur.
APPENDIX 4

Interlibrary and Intercampus Library Loan Requests

Please check one:  
☐ Student  ☐ Book  
☐ Faculty  ☐ Article  
☐ Other  ☐ Griffin Catalog  
☐ Other: ______________________

Select the type of material:  
☐ Book  ☐ Article  
☐ Other

Where did you find this item:  
☐ Griffin Catalog  ☐ Flint River Catalog  
☐ Other: ______________________

Requestor’s Name: ______________________

Requestor’s Number: ______________________

If the item you are requesting is a book, fill out the following:

Author____________________________________________________________________________

Article Title________________________________________________________________________

Publisher____________________________

Volume_____________ Publication Date_____________ ISBN___________________________

If the item you are requesting is an article, fill out the following:

Author____________________________________________________________________________________________

Article Title________________________________________________________________________

Journal Title______________________________ Publisher____________________________

Volume/Issue_____________ Publication Date_____________ ISSN_______________________________

If the item you are requesting is something other than a book or article, fill out the following:

Director/Artist____________________________________________________________________

Title________________________________________________________________________

Publisher/Distributor___________________________ Publication Date_____________

Other Identifying Information_______________________________________________________________________

Please submit this form to the circulation desk at one of the main campus (Flint River or Griffin) Libraries or e-mail to library@sctech.edu.
APPENDIX 5

ELECTRONIC RESOURCES AVAILABLE TO SCTC STUDENTS

The Library has many online resources available to assist faculty, and students and staff of the College. The principal online resources that support SCTC programs and services are listed and accessible through the library website at http://www.sctech.edu/libraries. Of those listed, the following sites are particularly rich and helpful to SCTC students.

Georgia Library Learning Online (GALILEO)

GALILEO is an initiative of the Board of Regents of the University System of Georgia. A World Wide Web-based virtual Library located at www.galileo.usg.edu, 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 2000 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 Southern Crescent Technical College Library. Accessing GALILEO from off campus requires a password. The password changes each semester. Email or telephone the library (Email: library@sctech.edu, or telephone: 706-646-6173) to get the password for the term.

LibGuides

The Libraries maintain a collection of online subject and research guides known as LibGuides. These are accessible at http://libguides.sctech.edu or through the Library website. Your librarians have assembled these LibGuides by finding the best books, databases, journals and websites in the various program areas offered at SCTC. LibGuides also archive past Library Lifehack workshops, contain career and faculty resources, and provide instruction in how to use library resources. The Library can also custom-make a LibGuide for a specific project or class upon request.
Appendix 6

Computer Use and Internet Policy

Southern Crescent Technical College Libraries follow the computer and Internet use policies established by the Technical College System of Georgia, as given below:

Acceptable Computer and Internet Use

(TCSG Policy II C 4)
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 area 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); and
- Misleading transmittal of names or trademarks (falsely identifying yourself 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:

a. To create, access or transmit sexually explicit, obscene, or pornographic material;
b. To create, access or transmit material that could be considered discriminatory, offensive, threatening, harassing, intimidating, or attempts to libel or otherwise defame any person.
c. To violate any local, state or federal statute;
d. To vandalize, damage, or disable the property of another individual or organization;
e. To access another individual’s password, materials, information, or files without permission;
f. To violate copyright or otherwise use the intellectual property of another individual or organization in violation of the law, including software piracy;
g. To conduct private or personal for-profit activities. This includes use for private purposes such as business transactions, private advertising of products or services, and any activity meant to foster personal gain;
h. To knowingly endanger the security of any Department or Technical College computer or network;
i. To willfully interfere with another’s authorized computer usage;
j. To connect any computer to any of the Department or Technical College networks unless it meets technical and security standards set by the Department;
k. 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; and
l. To modify or reconfigure the software or hardware of any Agency computer or Network without proper authorization.
m. To conduct unauthorized not-for-profit business activities;
n. To conduct any activity or solicitation for political or religious causes;
o. To perform any activity that could cause the loss, corruption of, prevention of rightful access to, or unauthorized distribution of Agency data and information; and
p. To create, access, or participate in online gambling. Occasional access to information or websites of the Georgia Lottery Corporation shall not constitute nor be considered inappropriate use.

Occasional personal use of Internet connectivity and e-mail that do not involve any inappropriate use as described above may occur, if permitted by the College. Any such use should be brief, infrequent, and shall not interfere with User’s performance, duties and responsibilities.

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 express 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.

Approved
Revised 10/02/03

**Additional Terms and Conditions of Computer Use**

- Access to SCTC Computers is allowed by Library staff upon presentation of a valid College ID or a Visitor’s Pass obtained on campus.
- Currently enrolled SCTC students have priority access to computers.
- Priority in using the computer area is given to classes seeking bibliographic instruction.
- Changes to the menu provided are prohibited, as is reconfiguring the screen settings. Only software provided by the College may be loaded on the computer. See Library staff for details.
- Software problems are to be reported immediately to a member of the Library staff.
- If the virus alert appears, notify Library staff immediately.
- The Internet is provided to allow users to conduct research and prepare materials related to course work. Although communicating with others is allowed, persons using 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 up to 90 days, as well as other disciplinary action as stated in the TCSG policy.

Updated 4/13/11
Internal Equipment Loans

Please check one:

☐ Adjunct Faculty
☐ Full-time Faculty
☐ Staff
☐ Administration

Select the type(s) of equipment:

☐ Laptop
☐ Projector
☐ Projection Remote

☐ 24 hour
☐ Other:________

Requestor's Name:_________________ Item Description:_________________

Requestor's Number:_________________ Item Barcode:_________________

Special Notes____________________ Date Borrowed:_________________

________________________________ Date Due:_________________

Please read and complete the following:

I, _____________, understand that I must be a currently employed faculty or staff member at SCTC in order to check out a laptop. I understand that laptops are available to be checked out for a loan period of ______ and need to be returned at or before the due time. I understand that while I have the laptop checked out, I am completely responsible for its safety and use. I am responsible for any damage or loss that results from accident, theft, misuse or neglect. I will not leave the laptop unattended and will use it in a responsible manner. The library is not responsible for any virus transmitted to or from storage devices. I will not attempt to download any programs or files onto the hard drive of the laptop, nor will I change the system configuration. I am responsible for saving to a removable storage device or emailing any work I wish to preserve. When returning the laptop, I understand that I should return it to the library Circulation Desk staff and complete the receipt acknowledging the return of the laptop. I will report immediately any loss or damage of the laptop to the library staff. I will not attempt to troubleshoot problems with the laptop. I understand that any violation of these terms may result in the loss of borrowing privileges and additional consequences at the discretion of SCTC administration.

Borrower Signature:_____________________

Date:________________________

Internal Use Only

Date Borrowed________ Staff Initials_______
Date Returned________ Staff Initials_______
Condition when borrowed___________________
Condition when returned___________________
APPENDIX 8

Request for Bibliographic Instruction

Please schedule your request for bibliographic instruction and library research hours at least a week in advance.

Directions:
Save this form. Click on each line and type the requested information. Please provide as much information as possible. You may be contacted for additional information if needed. E-mail the completed form as directed below.

Instructor and Course Information
Instructor: ____________________
Course: ______________________
Class Size: ___________________
Comments: __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date, Time and Place of Bibliographic Instruction
Date: _________________
Time: _________________________
Place _____________________
Rooms#_______________________

Indicate Depth of Bibliographic Instruction

________ Basic: (Introduction to GALILEO, Library of Classification, Library Catalog Searching)
________ Intermediate (Database explorations, Searching Techniques
________ Advance searching techniques, subject specific, citing resources, etc.
________ Other. Please specify requirements:

____________________________________________________________________________________
____________________________________________________________________________________

Email the complete form as an attachment to library@sctech.edu, or you may deliver your request to the Library.