

**GREENWOOD CENTER LIBRARY/RESOURCE ROOM
STUDENT HANDBOOK
MISSISSIPPI DELTA COMMUNITY COLLEGE**

INTRODUCTION

The Greenwood Center Library/Resource Room provides ready access to library materials which support the curriculum, broaden the scope of interest, and provide leisure reading, listening, and viewing.

This handbook will facilitate use and enjoyment of the collection and services. Since students are responsible for familiarizing themselves with the information contained in this handbook, ignorance of procedures, rules, and regulations will not be accepted as an excuse to violation of these rules and regulations.

The entire library staff urges MDCC students not only to use the handbook, but also feel free to ask for help whenever the need arises. Members of the staff are here to help you. We sincerely hope you will enjoy using *your* library.

LIBRARY/RESOURCE ROOM PHONE

Phone662-453-7377
E-mailgwoodlib@msdelta.edu

LIBRARY/RESOURCE ROOM HOURS

Monday – Thursday 8:00 a.m. – 5:00 p.m.
Summer hoursMonday – Thursday 8:00 a.m. – 5:00 p.m.
The Library/Resource Room is closed on Fridays, weekends, school holidays, and during semester breaks.

STAFF

Kristy Bariola Director of Library/Resource Room Services
Audrey Beach Resource Librarian

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call [404-679-4500](tel:404-679-4500) for questions about the accreditation of Mississippi Delta Community College.

GENERAL INFORMATION AND GREENWOOD LIBRARY/RESOURCE ROOM POLICES

ID CARDS AND NON-PATRON USE

Greenwood Center students who use the Library/Resource Room must be registered and taking classes at Mississippi Delta.

CONDUCT POLICIES

Students are expected to conduct themselves in such a manner that others will not be disturbed. If you are visiting/socializing/conversing, use the commons area outside the Library/Resource Room. Any student not respecting this policy will be asked to leave the Library/Resource Room. Students are encouraged to seek other places for socializing and to use their Library/Resource Room time for quiet study.

Any student not following the above guidelines will be reported to Campus Police and/or the Office of Student Affairs for disciplinary action.

CELL PHONES

Cell phones should not be used in the library. Your ringer must be turned off or to vibrate.

ELECTRONIC DEVICES

Students are allowed to listen to iPod or MP3 players as long as the sound level is low enough that it does not disturb others.

The Library/Resource Room is not wired for wireless computer use.

FOOD/DRINK/TOBACCO

The MDCC campus is a smoke free environment; consequently, no tobacco products are allowed in the library. Drinks are allowed if they are in a cup with a top or a twist top bottle. **No food is allowed in the resource room.** The use of alcohol anywhere on the premises is prohibited.

LOST ARTICLES

For personal articles believed to be lost in the Library/Resource Room, inquire at the Greenwood Center Front Office.

COPY MACHINE

A copier is located outside the Library/Resource Room. Students may ask the librarian to make a copy of an item if necessary. There is no cost for this service.

Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of copyrighted materials. The user of the copy machine is liable for any infringement.

PRINTING FROM COMPUTERS

There is no charge for printing from the computers.

INTERLIBRARY LOANS

Books not available in the library may be obtained from other libraries and agencies. Consult a librarian to use this service. This service is free provided the lending institution sends the material at no charge to MDCC. If the lending institution charges a fee, the requester is responsible for payment before the request is sent from the lending institution. Interlibrary loan service is for academic materials only.

INTRALIBRARY LOANS

MDCC students may request books and instructional videos from the Moorhead campus. Consult a librarian to make requests.

LIBRARY COLLECTION

The collection of materials in the library and media center consists of books, non-book materials, and electronic resources. The books and media are catalogued by the *Dewey Decimal System*. The shelves are marked accordingly.

ONLINE LIBRARY CATALOG

Online Library Catalog is the official title of the library card catalog and may be accessed on or off campus by going to the Library web page.

CIRULATION POLICY

Books that are checked out are the responsibility of the student whose name appears on the Library computer Sirsi system. Materials may be checked out only in the names of students and MDCC employees with a valid ID.

Books that are being checked out for specific class assignments are designated for 3-day check out.

Books may be checked out for a period of 14 days. If not needed by another student, an item may be renewed for another 14 days. In order to renew a book, the book must be brought back to the library.

A fine of ten cents a day per book will be charged for overdue books if paid when the items are returned. No fines will be charged for days on which the library is closed.

Lost books will be paid for at cost plus a processing fee. If a fine is owed on a lost book, the student is responsible for the cost of the book, processing fee, plus the fine. Neither transcripts nor grades will be sent for students with overdue books or fines.

REFERENCE

Periodicals, newspapers, dictionaries, encyclopedias, atlases, and reference books are provided for use in the library. Reference books are located on the first shelves in the

main reading room. NO REFERENCE MATERIALS MAY BE TAKEN FROM THE LIBRARY.

RESERVED BOOKS

Faculty members may place books from the library or from their personal collections on reserve for use by their students. The materials will be shelved behind the Circulation Desk and may not be taken from the library unless a special request is made by the instructor.

RESHELVING MATERIALS

Books used from the stacks should not be re-shelved but should be placed in the designated area. Loose periodicals should be returned to the Circulation Desk or to the Reading Area shelves.

DVD MOVIE POLICY

DVDs may be checked out for a three (3) day viewing period at the front desk. Students are allowed to check out two (2) movies at a time. Friday, Saturday, and Sunday are not counted in the three-day period. There is no charge for checkout. The late charge is \$1.00 per day after the due date. After 14 days, the student will be charged full replacement cost, a processing fee plus the overdue fine. The charge for a damaged DVD is the full replacement cost plus a processing fee.

AUDIOVISUAL MATERIALS

Audiovisual materials are also catalogued in the Electronic Library Catalog.

PERIODICALS (Newspapers and Magazines)

Particularly valuable for locating information on current subjects are the library's newspaper and magazine files. The library subscribes to approximately 200 periodicals. The term "periodicals" is used to include magazines, journals, and newspapers. Many periodicals to which our library does not subscribe might be accessed on line. Listings and dates of periodicals owned by the library can be found on the Library web page at the Periodicals Holdings link. Students are expected to check these listings before requesting magazines from the staff. After checking the library's magazine list, the next step is to write down all the information needed to locate the magazine. This information should be listed on magazine slips located at the Circulation Desk.

CURRENT/UNBOUND PERIODICALS

Unbound issues of magazines are shelved behind the Circulation Desk. Magazine request slips should be used to ask for magazines. A staff member will get the magazine for you. These issues must be returned to the Circulation Desk and cannot be taken from the library.

NEWSPAPERS

Current issues of state, and local newspapers are found behind the Circulation Desk. Consult the Periodical Holdings List for newspapers to which the library subscribes.

Outdated issues of newspapers are housed in the magazine room of the library on the main campus. These newspapers are made available to students upon request. Newspapers for clipping are also made available to students. No student may cut from a current paper.

COMPUTER USE

PC computers are located in the Library/Resource Room. All computers are connected to a network printer. Printing should be limited and user will be charged for excessive printing. Rules and limitations are posted in specialized areas. In times of great demand, time limits will be placed on users with priority given to those working on classroom assignments. Users are required to sign in before using the computers.

COMPUTERS ARE TO BE USED FOR:

- Instructional Activities
- Independent study, research, on line classes
- Pursuit of educational information via the internet.
- Accessing databases

COMPUTERS ARE NOT TO BE USED FOR:

- Sites deemed offensive
- Chat Rooms
- Games
- Excessive personal use (more than 30 minutes)

SERVICES

ORIENTATION

Orientation to the library and media center is available upon request. Any MDCC student may print a copy of this library handbook.

POSTER MAKING CENTER

A poster kit is available for in Library/Resource Room use for materials such as colored pencils, scissors, magic markers, glue, etc. Please see a librarian.

ELECTRONIC ACCESS

To access the MDCC Library website go to www.msdelta.edu, click on ***Current Students***, scroll down, and click on Library.

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.