

Library Orientation is conducted by request.

Reid State Technical College

Library Orientation

INTRODUCTION

Welcome to the Reid State Technical College Library. The library is the gateway to the material you need for success in the classroom. The library offers access to physical materials, dedicated study spaces, printers and computers.

In addition to our physical materials, we have a robust collection of digital materials accessible from the Reid State library resources web page.

While there is a lot of help available on our website, please don't feel like you have to figure it out all on your own. The staff at Reid State is available to help. You can contact the library staff by phone or email. You can also schedule a time to meet one on one.

As you join the RSTC community know that the library staff is here to help you.

Know the Library

Hours	MONDAY - THURSDAY	7:30 - 4:00
	FRIDAY	7:30 – 1:00

Know the staff

Please feel free to contact me with questions or to ask for assistance.

Mandy Godwin – Public Relations/Media Specialist

Telephone: 251-578-1313 ext. 205

Email: mwilson@rstc.edu

Know the rules/policies

All persons upon entering the library agree to comply with these rules/regulations. Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated. Persons waiting on students or other individuals with business on campus are to be directed to the STUDENT CENTER #800 (TV, snack machines, etc.) Have a look around, but please do not abuse our hospitality. Obey our rules and we can continue to serve our students and community alike.

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- The library reserves the right to inspect all bags, purses, briefcases, bookbags, etc. for library materials.
- The library is not responsible for lost, damaged, or stolen items. NO food or drinks (this includes bottled water). NO tobacco products of any kind.
- NO loud, obscene/obtrusive language.
- NO alcohol, illegal substances, or weapons are permitted in library or on campus.
- NO fighting, running, pushing, shoving, or throwing.
- NO pets other than service animals.
- NO loitering, sleeping, or soliciting.
- NO physical, sexual, or verbal abuse of library users or library staff.
- NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space.
- ALL cell phones, pagers, and other electronics should be muted or silenced.
- ALL visitors/patrons must wear proper clean attire while in library (shoes, pants, and shirt).
- SMALL children are not allowed in the library for extended periods and should be supervised at all times.

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Know the Circulation Regulations

(check out-check in)

Our policies exist in order to provide and service all Library users with the best possible access to library materials. It is vital that all users abide by the policies set forth in this document. The patron's signature attests to the fact that he or she understands and agrees to uphold these said policies. All users must have a current student, faculty, or staff, picture ID card. All users will provide the Library with the most current personal information available. Providing false information or violation of rules will revoke said library privileges.

Check Out Limitations:

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

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

Fines & Holds for Students Faculty and Staff:

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

Lost, stolen, damaged, or destroyed items will be assessed for value at the time of check out. Library patrons will assume all financial responsibility for delinquent materials. Library patrons will assume all financial responsibility for delinquent materials. **A revocation of privileges will be issued on the said student, after two times of not returning items when due or violation of library rules.**

Computer Use in the Library

ALL computer users will strictly abide the guidelines set forth in the Reid State Technical College Internet Use Agreement. The Internet Use Agreement is discussed during Orientation to the college and is posted inside of CANVAS. The agreement can also be viewed on the student accounts page of the Reid State website.

I have read and understand the above:

Signature

Date

Phone Number: _____

Program: _____

Student ID #

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How to find materials in the Library

The Edith A Gray uses the Library of Congress Classification System or *LOC*. Each book rack is labeled on the end of the row. (Note: Most headings have sub classifications. Such as A, will include a range from Collected works to encyclopedias and yearbooks.) For more information and a complete list go to: <http://www.loc.gov/catdir/cpso/lcco/>

Know How to Use the Web Search

Students can search our collections anytime-anywhere by visiting <https://www.rstc.edu/library> and clicking on *Web Search*. There are a variety of methods for searching and books/materials can be reserved.

What Databases Are Available

Alabama Virtual Library

EBook Collection

Newsbank

EBSCO Host

Facilities

We encourage you to use the Library spaces and available technologies. Study spaces are provided for you to use to concentrate on reading, writing, and preparing for tests. Computers with Microsoft applications and internet access are provided. Printers and copy machines are available. Please contact the library staff if you would like to check out any Library materials.