



LIBRARY ORIENTATION

Welcome to the Edith A. Gray Library and Technology Center, the gateway to the materials you need for success in the classroom. The library offers access to physical resources, study spaces, printers, and computers. In addition to physical resources, the library also offers a robust collection of digital materials accessible from the library resources webpage.

While there is a lot of help available on the library website, please don't feel like you have to figure it out all on your own. Contact the library staff in person, by phone, or by email for any research, resource, or access related questions; to check out library materials; to request library assistance; or to schedule a library consultation or orientation.

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

Know the Hours

Hours are posted outside the library and on the website.

- Monday – Thursday: 7:30am - 4:00pm
- Friday: 7:30am - 1:00pm

Know the Staff

Tamiko Lawrence – Coordinator of Library Services

- Telephone: 251-578-1313 ext. 110
- Email: tlawrence@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.

- 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 always be supervised.

Know the Circulation Regulations

(check out/check in)

Our policies exist to provide and service all library patrons 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, DVDs, CDs, 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 in CANVAS. The agreement can also be viewed on the student accounts page of the Reid State website.

Know How to Find Materials in the Library

The Edith A. Gray Library and Technology Center uses the Library of Congress Classification System or LOC. Each book stack is labeled with a letter(s) at the end of the row. For more information and to view the complete Library of Congress classification outline, go to: <https://www.loc.gov/catdir/cpsolcco/>.

The library's print collection consists of both circulating and non-circulating items that houses individual sections. The non-circulation collection are items that can not be checked out and includes (1) Reference Books; (2) Serials (Magazines and Journals); (3) Bound Serials; and (4) Maps and Atlases. The circulating collection are items that can be checked out and includes the rest of the Library of Congress (LOC Books) that are not in Reference.

Online Public Access Catalog (OPAC)

Students can search the library collection online by visiting <https://www.rstc.edu/library> and clicking on *the Online Public Access Catalog (OPAC) button* at the bottom of the page. You can search the OPAC by authors, titles, subjects, or keywords.

Available Databases

- Alabama Virtual Library
- EBSCO Host
- Newsbank
- PrepStep
- Proquest Central (47 Databases containing full-text content from journals, magazines, news sources, and trade publications).

Facilities

We encourage you to use the library spaces and available technologies. Study spaces are provided for your convenience to concentrate on reading, writing, and preparing for tests. Computers with Microsoft applications and internet access are also provided. Printers and copy machines are available.