

Wallace State Community College Library

Online Orientation and Frequently Asked Questions

I. Library's Physical Arrangement

First floor (basement) houses an auditorium, a photo lab, and a computer lab with 20 internet accessible computers.

Second floor (main floor) has the circulation/information desk, reference collection, 16 computers with high speed internet and Microsoft Office software, periodicals, audiovisual material, newspapers, McNaughton collection, study tables, study rooms, copy machine (10 cents/page), printer (7 cents/page), and fax machine (\$3.00 for first five pages). It is also equipped with tables, study carrels, photo duplication machines and fax machine (\$3.00 for the first 5 pages plus .50 for each page over).

Third floor holds circulating books with call numbers beginning with **A-N**, Cullman County Law Library collection, Culinary Arts room, study tables, and study rooms.

Fourth floor holds circulating books with call numbers beginning with **P-Z** and study tables.

E. Fifth floor is the location of the Family and Regional History collection. The bulk of the microfilm/microfiche holdings are housed on this floor. This area also provides picture copying, microfilm reading and duplication, and personal assistance Monday-Thursday, 7:30am-4:00pm, Friday, 7:30 am-2:00 pm, and Saturday, 8:00am-2:00pm.

F. Sixth floor holds thousands of Family and Regional History indexes and books (non-circulating). Personal assistance is available Monday-Thursday, 7:30am-4:00pm, Friday, 7:30-2:00 pm, and Saturday, 8:00am-2:00pm .

II. Library User information

Library Patron Policy

The **student** must obtain a library card to check out books. The maximum number of items that can be checked out at one time is ten, with a maximum of three audiovisual items.

A **community patron** may obtain a card (\$10.00 for 5 years) and check out a total of five items.

An **alumni** card can be obtained by bringing in the old student card and paying \$5.00. The card is valid for 5 years.

Books have a 2 week circulation (5 cents/day overdue fine, \$3.00 maximum), audio/visuals 3 day circulation (50 cents/day overdue fine, \$5.00 maximum).

Renewing an item is permitted if the patron returns with the item and the library card, and no one else has requested the item.

Library Hours

Monday –Thursday 7:30am-8:30pm

Friday 7:30am-2:00pm

Saturday 8:00am-2:00pm

Sunday (Closed)

Holidays (Closed)

*** Hours are adjusted during professional development and when school is not in session. Always call and verify day/hours before traveling a long distance. ***

Special event closings and holiday hours are posted at entrances to the library.

Library Contact Information

Phone 256-352-8260

Fax 256-352-8254

E-mail library@wallacestate.edu

Website <http://www.wallacestate.edu/library.html>

III. Library Services**Circulation/Reference Desk (2nd floor, main entrance)**

Issues a Library Card and Alabama Virtual Library Card.

Processes overdue notices, collects overdue fines, assists patrons with questions, reserve items, interlibrary loans, internet/computer problems, faxes, printing, and copying.

IV. Library Resources**Print Resources**

Books can be accessed via the “Library Card Catalog” on the Wallace State Library Website (www.wallacestate.edu/library). All print and non-print items are located in the catalog (except periodicals).

Approximately 55,000 print books and 190 periodical subscription titles.

All reference, periodicals, microfilm/fiche and periodicals are non-circulating.

Non-Print Resources

Audiovisual materials - includes VHS tapes, CD's, DVD's and audiocassettes.

They circulate for three days and are located on 2nd floor.

Microfilm/fiche – Located on 5th floor and are primarily genealogy sources (census reports, indexes, newspaper records, marriage records etc.).

Internet Resources – The AVL, ProQuest, and NetLibrary e-books provide reliable and accurate sources for research needs. They are accessible on the library's computers and website.

Frequently Asked Questions

How do I obtain a WSCC Library Card?

Come to the library with your WSCC student ID card. We will then activate it as your library card.

Is there a cost for a WSCC Library Card?

Student cards are free; however, replacing a lost card costs \$5.00. Community cards are \$10.00 for five years and Alumni cards are \$5.00 (Alumni must have their old student card).

Do I need to obtain a WSCC Library Card before I use the library?

No. Anyone is allowed to use the equipment and library.

Does the Library have a fax machine?

Yes. The cost is \$3.00 for out going items up to 5 pages and \$0.50/page over 5 pages.

Does the Library have a copy machine?

Yes. It is on the 2nd floor, and copies are \$0.10/page.

Where are reference books located?

They are on the 2nd floor.

Can reference books be checked out?

No. They are in-house use only.

Where are reserve-books located?

They are behind the circulation desk; ask the library assistant for help.

Where are audio/visuals located?

They are on the 2nd floor.

What are the library hours?

Monday-Thursday, 7:30-8:30; Friday, 7:30-2:00; Saturday, 8:00-2:00; closed on Sunday.

Can I recheck or renew items over the phone?

No. The patron should bring the item and his/her library card to renew.

Where are books located?

Items with call numbers that begin with **A-N** are located on **3rd floor**. Items with call numbers **P-Z** are located on **4th floor**.

Ref., Videos, Cassettes, and DVD's are located on **2nd floor**. **Arc.** and **microfilm/fiche** are located on **5th and 6th floors**.

Does the library have an outside book drop?

Yes. It is beside the main entrance, on the brick wall to the side.

Can archive items be checked out?

No. They are in-house use only.

What is the cost for overdue items?

Books are \$0.05 per day with a maximum of \$3.00; Audiovisuals are \$0.50 per day with a maximum of \$5.00.

Are fines assessed during library closings, weekends or holidays?

No fines are charged then.

Can anyone use the computers?

Yes. All adults 18 or older may use the computers, with preference given to registered students.

Are there any restrictions on computer use?

Yes. Academic use always has priority. The computers may not be used for games, chat rooms, MySpace, FaceBook, YouTube, etc.

Does the library have change?

Yes, at the circulation desk.

Can equipment be checked out?

Instructors, community/civic or church organizations may do so, with restrictions.

Does the library offer orientation?

Yes. There is an orientation class for students and community organizations or groups.

How do I obtain an Alabama Virtual Library Card?

Anyone can complete an application and obtain an AVL card at the circulation desk.

If I am enrolled with Athens State at Wallace State, can I use the WSCC Library?

Yes. We will issue you a Library Card with the same requirements and privileges.

What happens if I lose or damage a book or audiovisual item?

The library must be paid for the item before a patron can register or check-out other items. The cost will be the replacement price of the item plus a \$3.00 processing fee. If books are damaged, the extent of damage and cost will be decided by the library staff. Damaged books are subject to a rebinding fee.

What are reserved items?

Reserved items are those placed behind the circulation desk. They generally are items selected by the library staff or instructors that will assist patrons in their research needs.

Can I return library books if the library is closed?

Yes, at the book drop located in the front of the library.

Can I access my own library account online?

No.

Can I renew library books on line?

No.

Do you accept check cards or debit cards?

No.

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