

# 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 (5 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-Friday, 7:30am-4:00pm and Saturday, 9:00-3:00.

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

### 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-4:00pm

Saturday 9:00am-3:00pm

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](mailto:library@wallacestate.edu)

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

## III. Library Services

### **Circulation/Reference Desk (2<sup>nd</sup> 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](http://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 2<sup>nd</sup> floor.

Microfilm/fiche – Located on 5<sup>th</sup> 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 registration form, or we have a list of students that we can use to verify your student number. We will then issue you a 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 2<sup>nd</sup> floor, and copies are \$0.10/page.

### **Where are reference books located?**

They are on the 2<sup>nd</sup> 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 2<sup>nd</sup> floor.

### **What are the library hours?**

Monday-Thursday, 7:30-8:30; Friday, 7:30-4:00; Saturday, 9:00-3:00; 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 **3<sup>rd</sup> floor**. Items with call numbers **P-Z** are located on **4<sup>th</sup> floor**.

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

(Revised 06-15-07)

