

Wallace State Community College Library
Online Orientation and Frequently Asked Questions

Library's Physical Arrangement

First Floor

The first floor (basement) houses an auditorium/classroom, and the Genealogy computer lab with ten internet accessible computers. The microform readers and printers are available in the lab as well. The Genealogy office area for reference questions and help is also located on the first floor.

Second Floor

The second floor (the main floor) has the circulation/information desk, part of the reference collection (Literature), and a computer lab with forty computers providing internet access, Respondus, the library catalog, databases, and Microsoft Office software. This floor also includes periodicals, newspapers, the McNaughton collection (current best sellers) for pleasure reading, study areas, a study room, three private testing rooms with cameras, a copier (currently free) and printers (currently free).

Third Floor

The third floor holds circulating books with call numbers beginning with A-L. The Audiovisual collection is housed on this floor. A group study area is available. Reference material within the call numbers A-L are located on the third floor. Two private testing rooms with cameras are located on the third floor.

Fourth Floor

The fourth floor, a quiet study area, holds circulating books with call numbers beginning with M-Z and study tables. Reference material with the call numbers M-Z are located on this floor.

Fifth Floor

The fifth floor houses the Family and Regional History collections for Alabama and Georgia. The collection contains both Alabama and Georgia family history books and resources shelved by county. In addition, all Genealogical periodicals are found on this floor. None of the materials on fifth floor can be checked out.

Sixth Floor

The sixth floor holds the remainder of the Family and Regional History collection including the other states by county. The map collection is available here as well. The material on this floor does not circulate.

Library User Information

Library Patron Policy

Students, faculty, and staff may check out library materials by using their student ID (LION card). The maximum number books to check out at one time is ten; a maximum of three audiovisual items may be checked out. Faculty and staff are not charged overdue fines, but must pay for lost materials.

Distance learners and students from the Oneonta campus may contact the library for materials and they will be checked out to them for two weeks with one renewal (by phone or email). A Wallace State student number and email is required. Oneonta students may return material directly to the librarian when they are on the Oneonta campus.

Members of WALLi must show their card and have the same circulation privileges as above.

Community patrons may obtain a card for \$25.00 and may check out materials. The community card is valid for one year. The maximum number of books to check out at one time is ten; a maximum of three audiovisual items may be checked out.

Wallace State alumni or members of the WSCC Alumni Association may check out material by bringing in an active alumni card or proof of graduation and paying \$5.00. The card is valid for one year. The maximum number of books to check out at one time is ten; a maximum of three audiovisual items may be checked out.

Books have a two week circulation period (twenty-five cents per day overdue fine, \$25.00 maximum). Audiovisual materials have a one week circulation period (\$1.00 per day overdue fine, \$25.00 maximum). Renewing an item is permitted if the patron returns with the item for renewal and providing that no one else has requested the item. A patron may renew an item only once.

Overdue fines are capped at \$25.00 per item. If the item is returned, but the fine remains unpaid, students will have a hold placed on their records until payment is made. Lost material costs are the price of the item plus a \$25.00 processing fee. If the lost book has not been paid for by the end of the semester, students will have a hold placed on their records.

Library Hours

Monday – Thursday: 7:30 a.m.- 9:00 p.m.

Friday: 7:30 a.m. - 2:00 p.m.

Saturday: 8:00 a.m. - 4:00 p.m.

Sunday: Closed

Hours will be adjusted during professional development, campus emergencies, when classes are not in session, or holidays. Always call and verify day/hours before traveling a long distance.

Library Contact Information

Phone 256-352-8260

E-mail library@wallacestate.edu

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

Ask the Library webmaster@wallacestate.edu

Library Services

The main information desk is located on the second floor, near the front entrance to the library.

- At the main desk and by phone, the library staff will checkout materials, assist patrons with reference and research questions, provide access to the Alabama Virtual Library for those who need access, collect overdue fines, provide reserve items, prepare interlibrary loan requests, assist with internet/computer problems, and assist with printing and copying.
- Genealogy assistance is available on the first floor (basement) of the building.

Library Resources

Book Resources

Books may be accessed via the “Wallace State Card Catalog Search” located on the Wallace State Library Website (www.wallacestate.edu/library) or the link, [Atrium OPAC Library Collection - Card Catalog Search](#), on the center of the page.

All print material, electronic books, microforms, and audiovisual items are listed in the catalog, {except for periodicals}.

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

Non-Print Resources

- Audiovisual materials consist of CD's and DVDs. They circulate for one week and are located on the third floor.
- All microfilm/fiche are located on the first floor (basement) and are primarily genealogy sources (census, reports, indexes, newspaper records, marriages records, death records, birth records etc.). The library subscribes to the major genealogical databases and computers for access are on the first floor.
- The Alabama Virtual Library (AVL), ProQuest, and other electronic resources provide reliable and accurate sources for research needs. They are accessible on the library's website. Ebooks are available through the card catalog and through OverDrive.

Frequently Asked Questions

How do I obtain a WSCC Library Card?

- Come to the library with your WSCC ID card (LION card). We will then activate it as your library card.
- For distance learners and students, faculty, and staff from the Oneonta campus, contact the library with your ID number and information to be added to the system.

Is there a cost for a WSCC Library card?

- Students, faculty, staff, and WALLi members use their Wallace State IDs.
- Alumni and community users must come to the main desk to provide information and pay an annual fee for a card.

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

- No, any one may use the equipment and library.

Does the Library have a copy machine?

- Yes, it is on the second floor, and copies are currently free. Copies are only available in black and white.

Where are reference books located?

- They are located on the second floor (commonly requested material), the third floor (those with call numbers A-L) and the fourth floor (call numbers M-Z).

Are reference books available for check out?

- No, they are for in library use only.

Where are the reserved books located?

- They are behind the circulation desk. Ask the library staff for help. They may be checked out for in library use only with a current LION card. There is a two hour circulation period.

Where are the audiovisual materials located?

- They are on the third floor.

Can I recheck or renew items over the phone?

- No, the patron should bring the item and LION card to renew.
- Distance learning students and students, faculty, and staff from the Oneonta campus may email the library to renew materials.

Where are the materials located?

- Books with call numbers that begin with A-L are located on the third floor. Items with call numbers M-Z are located on the fourth floor.
- Audiovisual materials are located on the third floor arranged by call number. In addition, microfilm/fiche are located on the first floor.

Does the library have an outside book drop?

- Yes, it is behind the building.

Can Archive items be checked out?

- No, they are for in library use only.

What is the cost for overdue items?

- Books are twenty-five cents per day with a maximum of \$25.00.
- Audiovisuals materials are one dollar per day with a maximum of \$25.00.

Will fines be assessed during library closing, weekends, or holidays?

- No, fines will not continue to accumulate at that time

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?

- Academic use always has priority. The computers may not be used for games and entertainment.

Does the library have change?

- Change is available at the circulation desk. The library can accept only bills for twenty dollars or less when making change.

Can equipment be checked out?

- Instructors, staff, and community/civic, or church organizations may do so with restrictions. Laptops are reserved for current students only and require a LION card and a current schedule. WiFi Hotspots are not available through the library; students need to go the Foundation offices in the Bailey building.

Does the library offer orientation to new students?

- The library offers an orientation class for students and community organizations or groups. We also offer individual sessions when requested by a patron.

How do I obtain an Alabama Virtual Library (AVL) Card?

- Anyone within the state of Alabama has access to the Alabama Virtual Library (AVL) without needing a card, log-in, username, or password.
- If access is denied, however, due to Geo IP authentication not taking place or if the user is trying to access AVL from outside of the state, then contact the library and we will provide a username and password.
- Our distance learning students are allowed access to the AVL as Wallace State students, but must request access through the library.

- When requesting AVL access, you must provide a valid Wallace State email address.

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

- Yes, we will accept your campus ID with the most of the requirements and privileges that our students hold.

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 checkout other items. The cost will be the replacement cost of the item plus a \$25.00 processing fee. If books are damaged, the library staff will decide the extent of damage and cost. Damaged books are subject to a rebinding fee.

What are reserved items?

- Reserved items are those placed behind the circulation desk for specific classes. They generally are selected by the library staff or instructors to assist patrons with their research needs. Items on reserve may not leave the building. To check out material, the patron must leave their LION card at the main desk.

Can I return library books if the library is closed?

- Yes, at the book drop located in the back of the library.

Can I access my own library account online?

- Not at this time.

Can I renew library books online?

- Renewals must be made in person or by email for distance learners.

Do you accept check cards or debit cards?

- No, we can only accept checks, cash, or money orders at this time.