

OGEECHEE TECHNICAL COLLEGE

**LIBRARY POLICIES & STUDENT
MEDIA HANDBOOK**



WELCOME _____ **2**

- Mission Statement
- Hours of Operation
- Contact Us
- What is the Library?

FAQ _____ **3**

- What is Available Online?
- What Will You Find at the Library Page on the OTC Website?
- What Library Policies Should Students be Aware of?

POLICIES _____ **4**

- Borrowing
- Non-Circulating Items
- Holds
- Reserves
- Reference Service
- Cooperative Reciprocal Borrowing Agreements
- Interlibrary Loans/Charges
- Computer Lab
- Cell Phones
- Food and Beverages
- Children and Other Dependents
- Disruptive Behavior

FEEDBACK _____ **7**

CATALOG USE _____ **8**



**The Ogeechee Technical College Library is located inside the
Joseph E. Kennedy Building at the Statesboro location.**

The library serves on-campus students, online students, and students at the other locations.

MISSION STATEMENT

The Ogeechee Technical College Library mission is to provide access to a comprehensive collection of information resources and services that support the institution's mission.

HOURS OF OPERATION

Monday - Thursday: 8:00 a.m.–7:00 p.m.

CONTACT US

Website: www.ogeecheetech.edu/library

Email: library@ogeecheetech.edu

Phone: 912.871.1886

WHAT IS AVAILABLE ONLINE?

- The OTC Library catalog.
- Online resources are available through Galileo (Georgia Library Learning Online) and include a vast collection of databases, journals, and reference materials – many in full text! www.galileo.usg.edu.
- GALILEO passwords change each semester and may be obtained by a librarian or your instructor.
- Online resources are available 24/7!

WHAT IS ON THE LIBRARY WEBSITE?

- The Library website provides access to the Library's online resources.
- Resources include the Library OPAC (online catalog), where you can search for materials held in the library.
- Links to Galileo (online databases, journals, newspapers, reference materials, etc. – many full-text).
- Links to helpful information for each program area entitled "Program Resources".
- Email link to contact the library for information or reference assistance. library@ogeecheetech.edu.
- Library hours, phone number, and location.
- Lending/borrowing policy, renewals, overdue fines, and lost or damaged resource fees.

WHAT RESOURCES ARE AVAILABLE?

- The library houses thousands of resources including print, online, audio, and video formats.
A selection of newspapers, magazines, and journals are available.
- The library catalog is available online so it can be searched from any computer with internet access as well as from the library.
- A collection of reference works (encyclopedias, dictionaries, almanacs, plus much more).
- The library has over 70 computers with internet access. Laptops with wireless connections may be brought and used in the library.
- Reserve collections selected periodically by instructors for specific classes to utilize in the library.
- There is space for quiet study, work tables, and comfortable seating.
- Librarian and staff available to assist you.

BORROWING

- Circulating items may be borrowed for a 2-week period.
- Limited renewals may be processed in person, over the phone, or through emails.
- ALL items are due at the end of the semester regardless of date due.

NON-CIRCULATING ITEMS

- The reference collection, certain journals, newspapers, reserve items, computers, and some AV materials may be used in the library only.

HOLDS

- Holds may be placed on items that are currently checked out to another patron. When the item becomes available, an email will be sent to the patron placing the hold.
- The item will be held at the circulation desk for 4 library business days. It will then be shelved or passed to the next hold on the list. Holds are tracked in TLC (library software).

RESERVES

- Materials or a collection of materials may be requested by an instructor to be put on reserve in the library or in a classroom.
- Students may sign out these materials for in library use if the reserve materials are held in the library.
- If the instructor houses the collection in the classroom, he/she can set the use parameters as long as the materials are accounted for and returned at the agreed upon time.

REFERENCE SERVICE

- Reference service is provided to facilitate fast and efficient access to needed information. This will be provided for any patron by library staff.
- Reference questions may be directional – i.e. where to locate an item, how/where to sign up for a study room, a specific area of the library, the location of restroom, etc.
- Reference questions may be instructional – i.e. how to look for specific information, which sources would be best for needed information, how to use equipment, etc.
- Reference questions may require assistance for more in-depth research when multiple resources are needed.
- Reference questions could be communicated in person at the library, over the telephone, or through email to serve local, distance, and online students as well as faculty and staff.
- In-library patrons will be assisted as soon as possible. Telephoned questions may require a return call, and emailed questions will be checked at multiple intervals during the day and assigned to appropriate personnel for action.

COOPERATIVE RECIPROCAL BORROWING AGREEMENTS

Ogeechee Technical College maintains cooperative reciprocal loan agreements with 33 technical colleges and Board of Regents Colleges. OTC students may borrow appropriate materials from other technical colleges upon presenting a valid, current, OTC identification badge. They may return these items to the lending college or OTC.

- Technical College System of Georgia
- Georgia Southern University
- Statesboro Bulloch Regional Library Systems

INTERLIBRARY LOANS/CHARGES

- There is no charge to patrons utilizing ILL (Interlibrary Loan) services unless the lending institution requests payment. Patrons will be notified of any charge prior to ILL request.
- Lost ILL materials will be paid for by the patron at the cost charged OTC.
- Standard procedures will be conducted to receive reimbursement from the local patron.
- A Banner hold will be placed on the student's records if account is not paid by the end of quarter.

COMPUTER LAB

- Is accessible during library hours.
- No sign-up required for use.
- OTC Internet and Computer Usage policy applies at all times.
- Is equipped with appropriate software.
- Software applications/programs not owned or approved by OTC are not allowed on any computer in the lab.
- Gaming is not allowed on computers in lab.

CELL PHONES

- Phones must be on silent mode.
- Any phone conversations must take place outside of the library.

FOOD AND BEVERAGES

- Food is not allowed.
- Beverages are allowed if you have a lid or top to minimize spills.
Drinks should be placed on the floor – not next to a computer.

CHILDREN & OTHER DEPENDENTS

- Adults must accompany and supervise children who are under 10 years of age.
- Adults with disruptive children, toddlers, and babies will be asked to remove the children from the library.
- The library staff assumes no responsibility for watching or caring for children or personal belongings.

DISRUPTIVE BEHAVIOR

The library maintains an atmosphere conducive to research, study, and quiet reflection. Therefore, students are asked to avoid participating in distracting conversation and/or behavior. Students and/or visitors who distract others will be asked to cease and desist. In the event that those involved refuse, staff will notify the Library Director and/or another Administrator. Library resources and services are a privilege, not a right. Violating patrons may be banned from Library privileges.

Help the library continue to improve to meet student needs.

Submit the Collection Development Resource Request Form below to suggest a book, journal, DVD, or other resource for the Library collection. *We will consider your recommendation and purchase as our budget allows.*

Date: _____

Collection Development Resource Request Form

Title: _____

Author: _____

Publisher: _____ **ISBN:** _____

Edition: _____ **Publication Date:** _____ **Price:** _____

Or, Resources on the following subject/topic: _____

Type of Material (Format): _____ **Program:** _____

Name of Faculty/Staff/Student requesting resource: _____

Thank you for your interest in the OTC Library!

How to Locate Items in the Library

Books are on the shelves according to the Library of Congress Classification. We have a section of shelves for regular check out and a section of reference books that cannot be checked out.

Library of Congress Classification

Listed here is a brief outline of the Library of Congress Classification System. The Library of Congress Classification System uses letters and combinations of letters and numbers to organize books on library shelves. The goal is to organize books so the same or similar subjects are located together.

A = General Works (Encyclopedias, Dictionaries...)

B = Philosophy, Psychology, Religion

B-BJ = Philosophy, Psychology

BL-BX = Religion

C = Auxiliary Sciences of History

CB-CR = History of Civilization, Archaeology ...

CT = Biography

D = History – General and Old World

E-F = History – America (Western Hemisphere)

G = Geography (Maps, Anthropology, Oceanography)

GR = Folklore

GV = Recreation

H = Social Sciences, Statistics, Economics, Sociology

J = Political Science

JA-JC = Political Science

JF-JQ = Constitutional History & Public Admin.

JS-JX = Local Govt., International Law K Law

L = Education

M = Music

N = Fine Arts

NA-NK = Architecture, Sculpture, Graphic, Painting

P = Languages & Literature

Q = Science, Math, Astronomy, Physics, Chemistry, Geology, Natural History, Botany

QL = Zoology

QM = Human Anatomy

QP = Physiology

QR = Bacteriology

R = Medicine

S = Agriculture, Plants, Forestry, Fish and Animal Culture, Hunting Sports

T = Technology, Engineering, Construction, Motor Vehicles, Aeronautics, Computers, Culinary Arts

U = Military Science

V = Naval Science

Z = Bibliography and Library Science

Detailed Outline of the LC Classification System

Visit the Library of Congress: <http://www.loc.gov/catdir/cpsol/lcco/> or TLC at <http://www.itsmarc.com/crs/LCS00001.htm>

Finding a Book by Call Number

When you search the online catalog you will get a list of materials that meet your search criteria. On the left side of the title you will find a “call number.” This call number will contain both letters and numbers. It will appear vertically on the result list but may appear horizontally in other areas. Before you start the hunt check the status of the item to make sure it is not checked out! This information will show up on the item record on your result list.

For example: TK may also appear as: TK5105.S54. 2004 What information is contained in the “call number”? The first 2 lines TK 5105 tell us that this resource is about telecommunication networks. The .S54 generally provides information about the author’s last name. Here, it represents Shema, Mike. The last line usually gives you the year of publication.

The information is read from left to right and top to bottom. To locate a book, take each line at a time.

1. First locate the area of the library that contains books on “technology” (first line begins with T). Use the library map for a general area.
2. Follow the T’s until you find TK – T, TA, TC, TD, TE, ... until you get to TK (alphabetical order)
3. The second line reads as a whole number – Follow the TK’s until you reach 5,105. (numerical order)
4. The third line is a little trickier. You will use alphabetical order to locate the “.S.”
5. You notice that there is a decimal point in front of the “.S.”
6. This means that you treat the number as a decimal. Here it would be .54 (like 54 cents). You may find that some materials have more than one of these lines. Keep going line by line until you reach the book you are searching for.
7. The last line is usually the publication date. If everything else is the same you follow the chronological order of the date. This might occur if the same author updated a resource and publishes a newer edition of the book using the same title.



www.ogeecheetech.edu/library

The Ogeechee Technical College does not discriminate on the basis of race, color, national origin, sex, age or disability. Title IX Coordinator, Office 198C, Joseph E. Kennedy Building, 912.486.7607, titleix@ogeecheetech.edu; ADA/Section 504 Coordinator, Office 189, Joseph E. Kennedy Building, 912.486.7211, adacoordinator@ogeecheetech.edu; One Joseph E. Kennedy Boulevard, Statesboro, GA 30458. Ogeechee Technical College is a unit of the Technical College System of Georgia.