

**Wallace State Community College Library
Online Orientation
And
Frequently Asked Questions**

I. Library Physical Arrangement

- A. First floor** (basement) consists of an auditorium and a computer lab with 24 Internet accessible computers and lab assistance Monday thru Friday 8:00-4:00.
- B. Second floor** (main floor) consists of circulation, reference, computer access with Microsoft programs, periodicals, audiovisual material, "top ten" publications, reference/circulation desk. It is also equipped with tables, study carols, photo duplication machines and fax machine (\$3.00 for the first 5 pages plus .50 for each page over 5 out going),
- C. Third floor** holds circulating books with call numbers beginning with A-N, study rooms and study carols.
- D. Forth floor** holds circulating books with call numbers beginning with P-Z and study areas.
- E. Fifth floor** is the location of the "Family and Regional History" collection. The main bulk of microfilm/microfiche holdings are housed on this floor. This area also provides picture copying, microfilm reading and duplication, and personal assistance Monday thru Friday 7:30-4:00.
- F. Sixth floor** holds thousands of indexes and various books on family history. Personal assistance is available Monday thru Friday 7:30 – 4:00.

II. Library User information

- A. Library Patron Policy** – The Patron's must obtain a library card to enable them to check out books. The patron does not need a card to use the library facility. 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 check out a total of three items per time. The audiovisuals may be checked out for 3 days and book's may be checked out for two weeks. These items must be returned to the library for renewal or rechecking along with the patron library card. Overdue fines are .05 per day with a maximum fine of \$3.00 per book and .50 per day with a maximum fine of \$5.00 per audiovisual.
- B. Library Hours**
- Monday –Thursday 7:30-8:30
 - Friday 7:30-4:00
 - Saturday 10:00-4:00 (Closed 5-29-04 and 7-3-04)
 - Sunday (Closed)
 - Holiday (Closed)
 - Hours are adjusted during professional development and when school is not in sessions. All special event closings and holiday hours are posted at entrances to the library.
- C. 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

A. Circulation

- Located on the second floor (main entrance).
- Obtain a library card and Alabama Virtual Library Card.
- Personal assistance.
- Process overdue notices.
- Collect overdue fines and help patrons with any circulation problems.

B. Reference Desk

- Assist patrons with reference questions and reference resources.
- E-mail reference questions to library@wallacestate.edu

C. Reserve

- Reserve items are housed behind the circulation desk.

D. Interlibrary Loan Service (ILL)

- Interlibrary loan is an agreement with other libraries to share books.
- Wallace State Community College library patrons may request items that are not presently owned by the library.
- Some charges may be incurred.
- ILL request forms may be obtained at the circulation desk.
- Delivery times may vary per item.
- For more information please call 256-352-8259 or email the library at library@wallacestate.edu.

E. Reserve Service

- Consist of items reserved by instructors or library staff.
- The items are held behind the circulation desk.
- May be checked out 30 minutes before closing and must be returned by 8:00am the following morning.

IV. Library Resources

A. Print Resources

- Books – can be accessed via the “Library Card Catalog” on the Wallace State Website (www.wallacestate.edu). All print and non-print items are located on the catalog (except periodicals).
- A total of 60,000 print books.
- All reference, periodicals, microfilm/fiche and periodicals are non-circulating.
- Periodicals – 167 subscription titles.

B. Non-print resources

- Audiovisual materials - includes: VHS tapes, CD's, DVD and Cassette. They can be circulated for three days and they are located on 2nd floor.
- Microfilm/fiche – primarily genealogy sources (census reports, indexes, newspaper records and marriage records etc.). Located on the 5th floor.
- Internet Resources – The AVL provides the most reliable and accurate sources for research needs. It is Wallace State Library's primary source for all subject research. The AVL is located on the desk top of each internet accessible computer in the library, on the Wallace State Library website or at www.avl.lib.al.us.
- E-Books – Coming Soon!!!!
- Online Databases – Coming Soon!!!!

Library 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 verify your student number and then issue you a library card.

? Is there a cost for a WSCC Library Card?

Student cards are free. The first card is free any additional cards are \$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 .50 per page over 5 pages.

? Does the Library have photo copy machines?

Yes. Each page is .15.

? Where are reference books located?

2nd floor.

? Can reserved books be checked out?

No.

? Can reference books be checked out?

Yes. Thirty minutes before closing and returned by 8:00am the next morning.

? Where are reserve-books located?

Behind the circulation desk.

? Where are video's located?

2nd floor.

? Can I check out between semesters?

Yes, if you are a registered student, employee or community card holder.

? What are the library hours?

Monday thru Thursday 7:30-8:30, Friday 7:30-4:00 and closed Saturday and Sunday.

? What is the limit of items that can be checked out?

10 items with a maximum of 3 videos.

? Can I recheck or renew items over the phone?

No.

? Where are books located?

Items that have call numbers that begin with A-N are located on 3rd floor, P-Z are located on 4th floor, Ref., Video, Cassette are located on 2nd floor, Arc, microfilm/fiche are located on 5th and 6th.

? Does the library have an outside book drop?

Yes, located in the front of the library.

? Can archive books be checked out?

No.

? What is the cost for overdue items?

Books .05 per day with a maximum of \$3.00, Audiovisual .50 per day with a maximum of \$5.00.

? Are fines assessed during library closings, weekends or holidays?

No.

? Can anyone use the computers?

Yes all adults 18 or older with preference given to registered students.

? Does the library have change?

Yes, at the circulation desk.

? Can equipment be checked out?

Yes to instructors, community/civic or church organizations. Equipment has checkout restrictions.

? Does the library offer orientation?

Yes for students and community organizations or groups.

? Do you accept donations?

Yes.

? Does the library have typewriters for public use?

Yes.

? Does the library have study rooms?

Yes, on 2nd and 3rd floors.

? How do I obtain an Alabama Virtual Library Card?

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

? Can I use my WSCC library card at another library?

No.

? Can I use my Athens State University card at Wallace State Library?

No, not at this time. We hope to reach an agreement with the Athens State library soon.

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

The item must be paid for before a patron can register or check-out other items.

The cost will be the most recent cost to replace 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 items 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?

No.

Prepared 3/31/04 by Renee Marty with contributions by Patty Dean.