

**STANNY SANDERS LIBRARY MOORHEAD CAMPUS
STUDENT HANDBOOK
MISSISSIPPI DELTA COMMUNITY COLLEGE**

INTRODUCTION

Stanny Sanders Library provides ready access to library materials which support the curriculum, broaden, the scope of interest and provide leisure reading, listening and viewing.

This handbook will facilitate use and enjoyment of the Stanny Sanders Library collection and services. Students are responsible for familiarizing themselves with the information contained in this handbook, ignorance of procedures rules, and regulations will not be accepted as an excuse to violation of these rules and regulations.

The entire library staff urges MDCC students not only to use the handbook, but also to feel free to ask for help whenever the need arises. Members of the staff are here to help you. We sincerely hope you will enjoy using your library.

LIBRARY PHONE

Daytime phone	662-246-6376
Nighttime phone	662-246-6380
Media Center	662-246-6385
E-mail	mdcc_library@msdelta.edu

LIBRARY HOURS

Monday – Wednesday	7:30 a.m. – 9 p.m.
Thursday	7:30 a.m. – 5 p.m.
Summer hours	Monday – Thursday 7:30 a.m. – 5 p.m.

The library is closed on weekends, school holidays, and during semester breaks.

STAFF

Kristy Bariola	Director of Library Services
Audrey BeachResource Librarian
Melody StapletonReference Librarian
Pearlean NashCCN Facilitator/Media Center Assistant

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Delta Community College.

GENERAL INFORMATION/LIBRARY POLICES AND PROCEDURES

ID CARDS AND NON STUDENT USE

Students are required to show a valid MDCC ID card to enter the Library and check out Library materials. Non MDCC patrons must receive permission from a Librarian to enter the Library.

Any non-MDCC affiliated patron:

- must show a valid ID that has his name and picture on it;
- must sign in;
- may only use the computers in the circulation area;
- and may not check out any books, periodicals, audio visuals or supplies.

Children under 6th grade age are not allowed in the library.

Children will not be allowed to wait in the lobby area unattended.

Adolescences in grades 7-12 may use the MDCC Library. These students should be accompanied by an adult 21 or older who will stay with the student at all times. Computer use by these students will be allowed only in the circulation area. These students may not check out any books, periodicals, audio visuals or supplies.

Former MDCC students are allowed to use the library if they present a valid Driver's License or current college ID. They may not check out any books, periodicals, audio visuals or supplies.

Non-MDCC patrons are not allowed free copying of materials. Materials printed from a printer are 10¢ per page.

CONDUCT POLICIES

Even though the Library is currently a place for students to sit between and after classes, students are expected to exhibit behavior that is conducive to library use and study. The library is divided into areas for quiet study and for group study. If you are visiting/socializing/, students are asked to use the Library foyer. Any student not respecting this policy will be asked to leave the library.

Students are encouraged to seek other places for socializing or idle talk and to use the library for quiet study.

No more than four students are allowed to sit at any table on the east side of the main reading room.

Any student not following the above guidelines will be reported to Campus Police and/or the Office of Student Affairs for disciplinary action.

CELL PHONES

Cell phones should not be used in the library. Your ringer should be turned off or to vibrate.

Talking on cell phones is allowed only in the Library foyer.

ELECTRONIC DEVICES

Students are allowed to listen to iPods or MP3 players as long as the sound level is low enough not to disturb others.

The library is wired for WIFI service.

FOOD/DRINK/TOBACCO

The MDCC campus is a smoke free environment; consequently, no tobacco products are allowed in the library. Drinks are allowed in the reading room if they are in a cup with a top or a twist top bottle. **No food is allowed in the reading room.** The use of alcohol anywhere on the premises is prohibited.

LOST ARTICLES

For personal articles believed to be lost in the library, inquire at the Circulation Desk.

COPY MACHINES

Coin-operated copiers are located near the Circulation Desk. Students may complete their own copying for 10 cents a copy. Nickels, dimes, quarters, and dollar bills are accepted in the machine.

Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of copyrighted materials. The user of the copy machine is liable for any infringement.

PRINTING FROM COMPUTERS

There is no charge for MDCC students for the printing of school/class related materials; however, the cost for printing materials of a personal nature is 10¢ a page.

Non MDCC patrons must pay for printed material.

FAX MACHINE

There is no charge for use of the fax machine if used for MDCC business. When students use the machine for personal reasons, there is a charge of \$1.00 each for the first three pages and \$.25 for each additional page locally. For long distance, there is a charge of \$2.00 for each of the first three pages and \$.50 for each additional page.

INTERLIBRARY LOANS

Books not available in the library may be obtained from other libraries and agencies. Consult a librarian to use this service. This service is free provided the lending institution

sends the material at no charge to MDCC. If the lending institution charges a fee, the requester is responsible for payment before the request is sent from the lending institution. Interlibrary loan service is for academic materials only.

INTRALIBRARY LOAN

Materials from the GHEC and Greenwood campuses may be requested. Patrons should see a librarian to request materials from another campus.

GROUP STUDY

Presently there is not a group study room in the Library. Any groups larger than four persons should ask for permission to study together. An area will be assigned for these groups.

OFF LIMIT AREAS

No students are permitted behind the Circulation Desk or in the back work area. Special permission must be gained before a student enters the office area or the Media Center offices.

LIBRARY COLLECTION

The collection of materials in the library and media center consists of books, non-book materials, and electronic resources. The books and media are catalogued by the Dewey Decimal System. The shelves are marked accordingly.

ONLINE LIBRARY CATALOG

Online Library Catalog is the official title of the library card catalog and may be accessed on or off campus by going to the Library web page.

CIRULATION POLICY

Books that are checked out are the responsibility of the student whose name appears on the Library computer Sirsi system. Materials may be checked out only in the names of students and MDCC employees with a valid ID.

Books that are being checked out for specific class assignments are designated for 3-day checkout.

Books may be checked out for a period of 14 days. If not needed by another student, an item maybe renewed for another 14 days. In order to renew a book, the book must be brought back to the library.

A fine of ten cents a day per book will be charged for overdue books if paid when the items are returned. No fines will be charged for days on which the library is closed.

Lost books will be paid for at cost plus a processing fee. If a fine is owed on a lost book, the student is responsible for the cost of the book, processing fee, plus the fine. Neither transcripts nor grades will be sent for students with overdue books or fines.

REFERENCE

Periodicals, newspapers, dictionaries, encyclopedias, atlases, and reference books are provided for use in the library. Reference books are located on the low shelves in the main reading room. Bound magazines are located to the left in the main reading room. **NO REFERENCE MATERIALS MAY BE TAKEN FROM THE LIBRARY.**

RESERVED BOOKS

Faculty members may place books from the library or from their personal collections on reserve for use by their students. The materials will be shelved behind the Circulation Desk and may not be taken from the library unless a special request is made by the instructor.

RESHELVING MATERIALS

Books used from the stacks should not be re-shelved but should be placed on the tables at the ends of the tall shelving. Bound periodicals and reference books should not be re-shelved. They should be placed on top of the low shelves in order that they may be re-shelved. Loose periodicals should be returned to the Circulation Desk or to the Reading Area shelves.

DVD MOVIE POLICY

DVDs may be checked out for a three (3) day viewing period at the front desk. Students are allowed to check out two (2) movies at a time. Friday, Saturday, and Sunday are not counted in the three day period. There is no charge for checkout. The late charge is \$1.00 per day after the due date. After 14 days, the student will be charged full replacement cost, a processing fee plus the overdue fine. The charge for a damaged DVD is the full replacement cost plus a processing fee.

BOOKS ON TAPE

Books on tape are available in CD format and have a 14 day checkout period. The late charge is \$1.00 per day. The charge for a damaged CD is the full replacement cost plus a processing fee.

AUDIOVISUAL MATERIALS

Audiovisual materials are also catalogued in the Electronic Library Catalog.

VERTICAL FILES

Pamphlets, brochures, and newspaper clippings on a wide variety of subjects are kept in the vertical files. The file containing current popular subjects and the file containing material about Mississippi are located in the Library Work Room and may be used upon request.

PERIODICALS (Newspapers and Magazines)

Particularly valuable for locating information on current subjects are the library's newspaper and magazine files. The library subscribes to approximately 200 periodicals.

The term “periodicals” is used to include magazines, journals, and newspapers. Many periodicals to which our library does not subscribe might be accessed on line. Listings and dates of periodicals owned by the library can be found on the Library web page at the Periodicals Holdings link. Students are expected to check these listings before requesting magazines from the staff. After checking the library’s magazine list, the next step is to write down all the information needed to locate the magazine. This information should be listed on magazine slips located at the Circulation Desk.

CURRENT/UNBOUND PERIODICALS

Unbound issues of magazines are shelved behind the Circulation Desk. Magazine request slips should be used to ask for magazines. A staff member will get the magazine for you. These issues must be returned to the Circulation Desk and cannot be taken from the library.

NEWSPAPERS

Current issues of state, and local newspapers are found behind the Circulation Desk. Consult the Periodical Holdings List for newspapers to which the library subscribes. Outdated issues of newspapers are housed in the magazine room of the library. These newspapers are made available to students upon request. Newspapers for clipping are also made available to students. No student may cut from a current paper.

PERIODICALS INDEX

The PERIODICAL HOLDINGS LIST can be accessed online at the Library web page. It lists all the periodicals housed in the Stanny Sanders Library.

FACILITIES

THE MISSISSIPPI ROOM

The Mississippi Room houses information about Mississippi, rare books, and archival materials about Mississippi Delta Community College. It is located on the east side of the main reading area. To use this special collection, contact a librarian.

MEDIA CENTER

Audiovisual materials and related equipment are housed in the Media Center. The Media Center is a part of the Stanny Sanders Library and is located in the right front of the library. The center has a wide assortment of videotapes, and equipment on which to use these media. There are also several computer labs adjacent to the Media Center. The hours of operation are Monday-Wednesday 7:30 a.m. to 8:55 p.m., Thursday 7:30 a.m. to 4:55 p.m.

The materials in the media collection are located on the Online Library Catalog. Checkout of any item in the media collection is for library use only. In order to use audiovisual materials, a student must have a call number for the material to be pulled or a class assigned reserve list. A checkout slip is provided for media software and headsets.

A special slip is provided for nursing students. These slips must be completed in order for a student to get class credit for viewing or listening.

COMPUTER LAB

The Media Center also houses the computer lab. The hours of operation during regular term are Monday – Wednesday 7:30 a.m. – 8:45 p.m. Thursday 7:30 a.m. – 4:45 p.m. Summer hours are 7:30 a.m. – 4:45 p.m.

COMPUTER POLICY

PC computers are located in various areas throughout the Library.

Computers in the Circulation Area and the Computer Center are to be used for classwork, word processing and educational research.

The Nursing/Allied Health Lab, south of the Media Center, is limited to Allied Health students.

The E-Mail center, on the east side in the main reading room, is setup for students to check their personal email and surf the web.

All computers are connected to network printers except those in the E-Mail center. Printing should be limited. Regulations and limitations are posted in specialized areas. In times of greater demand, time limits will be placed on users with priority given to those working on classroom assignments.

COMPUTERS ARE TO BE USED FOR:

- Instructional activities
- Independent study, research, online classes
- Pursuit of educational information via the internet
- Accessing databases

COMPUTERS ARE NOT TO BE USED FOR:

- Sites deemed offensive
- Chat Rooms
- Games
- Excessive personal use (more than 30 minutes)
- Social sites such as Facebook

Personal email must be viewed only in the library email center. Students are asked to remember they are in an educational setting. If sites students view are deemed offensive or inappropriate by the staff, users will be asked to leave the library.

SERVICES

ORIENTATION

Orientation to the library and media center is available upon request. Any MDCC student may print a copy of this library handbook.

POSTER MAKING CENTER

A poster making center is in the main reading room. Several poster kits are available at the Circulation Desk for in-library use for materials such as colored pencils, scissors, magic markers, glue.

CENTER OF LEARNING

The Center of Learning is located in the North East corner of the Library.

ELECTRONIC ACCESS

To access the MDCC Library website go to www.msdelta.edu , click **on Quick Links**, scroll down, and click on Library.