

## 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. The library has open stacks with items arranged so that needed materials can be easily located.

This handbook will facilitate use and enjoyment of the Stanny Sanders Library collection and services. Since 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 feel free to ask for help whenever the need arises.

## 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. – 5:00 p.m.
The library is closed on weekends, school holidays, and during semester breaks.	

## STAFF

Lawrence Kenneth . . . . .	Director
Kristy Bariola . . . . .	Technology Services Coordinator
Audrey Beach . . . . .	Resource Librarian
Marsha Kenneth . . . . .	Circulation Librarian
D. K. Baria . . . . .	Coordinator of Special Services
Joyce Allen . . . . .	Administrative Assistant
Tasmine Moore . . . . .	Library Clerk/Cataloger
Johnnie Davis . . . . .	Media Center Coordinator
Pearlean Washington . . . . .	CCN Facilitator/Media Center Assistant
Mildred Hawthorne . . . . .	Media Center Computer Lab Assistant
Jean McClatchy . . . . .	Library Assistant

## **GENERAL INFORMATION/LIBRARY POLICES AND PROCEDURES**

### **ID CARDS AND NON PATRON USE**

Students are required to show a valid MDCC ID card to enter the Library and check out Library books and DVD's. Non MDCC patrons must receive permission from a Librarian to enter the Library. All High School/Junior High School students must be accompanied by a parent or their instructor. MDCC students may check out books in their name only.

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.
- Adolescents 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.

### **CONDUCT POLICIES**

Students are expected to conduct themselves in a manner that others will not be disturbed. The library is divided into areas for quiet study and for group study. If you are visiting/socializing/conversations, students are asked to use the Library Foyer or the designated area in the Reading Room. 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 their library for quiet study. No more than four students are allowed to sit at any table in the main reading room.

Any student not following these rules is subject to having his ID card taken and will face disciplinary measures by the Dean of Students.

### **TELEPHONES/CELL PHONES**

There are no public telephones in the library. Cell phones should not be used in the library. No talking on cell phones past Library ID check desk. 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 not wired for wireless laptop use.

### **FOOD/DRINK/TABACCO**

This is a smoke free building, and no tobacco products are allowed on library premises. 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**

The first 10 pages of print material generated from a computer are free. Each additional page is 5¢.

**FAX MACHINE**

There is no charge for use of the fax machine if used for MDCC business. When MDCC faculty or students use the machine for personal reasons, there is a charge of \$1.00 for the first three pages and \$.25 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.

**TYPEWRITERS**

A typewriter is available in the main reading of the library next to the Mississippi Room.

**GROUP STUDY**

Special study areas and rooms are available for group study. No more than four students are allowed to sit at any table in the main reading room.

**OFF LIMIT AREAS**

No students are permitted behind the circulation desk. Special permission must be gained before a student enters the office area or the Media Center.

## LIBRARY COLLECTION

The collection of materials in the library and media center consists of books, microforms and non-book materials. The books and media are cataloged by the *Dewey Decimal System*:

000-099	General Works
100-199	Philosophy
200-299	Religion
300-399	Social Services
400-499	Languages
500-599	Pure Sciences
600-699	Technology
700-799	The Arts
800-899	Literature
900-999	History
921	Biography
F	Fiction
SC	Story Collection (Short Stories)

### WEBCAT

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

### CHECK OUT AND RETURN

Books may be checked out and returned at the circulation desk in the Circulation Area of the library. Books may be checked out for a period of 14 days. If not needed by another student, an item may be renewed for another 14 days. In order to renew a book, the book must be brought back to the library.

### CHECKOUT/ LOST/OVERDUE BOOKS

Books are the responsibility of the student whose name appears on the Library computer Sirsi system. They may be checked out and returned at the circulation desk in the Circulation Area. Books may be checked out for a period of 14 days. If not needed by another student, an item may be 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.

A book return box is located also on the west side of the campus near the entrance of the library. It is to be used when the library is closed. **Overdue materials should be returned to the circulation desk, not in the outside drop box.**

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.

### 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. Current periodicals should be returned to the Circulation desk.

## **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.

## **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 WEBCAT and may be viewed through the Media Center.

## **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. Periodicals are kept by the library on three forms: unbound or loose copy, bound (several months sewn together), and microfiche (card-shaped film) or microfilm (roll film). 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 circulation desk and online. 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. Volume numbers, for example, are particularly useful in locating magazines and microfilm. All periodicals are to be used in the library only.

## **CURRENT PERIODICALS**

Most current magazines and newspapers are found in the left front of the main reading room. They are arranged alphabetically on the shelves. Please use them in the immediate area and return them to their proper places. Some popular magazines can be found behind the circulation desk. These are magazines that are often clipped or misplaced. They must be checked out to be used in the library.

**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.

**BOUND PERIODICALS**

Bound issues of magazines are located in the main reading room to the left. These may be used without a librarian's assistance.

**NEWSPAPERS**

Current issues of national, 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.

**MICROFORMS**

Some of the library's periodicals are available in microform (microfiche and microfilm). Forms are located in cabinets against the wall near the index tables. The reader/printers for the film and fiche are located in the same area. Copies of articles can be made for ten cents. A member of the media or library staff will assist students in using the forms.

**REFERENCE COLLECTION**

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.**

## DATABASES

The MDCC Library subscribes to a number of databases for classroom support.



The WEBCAT (card catalog) is an alphabetical index of all book and audiovisual materials in the MDCC library system. May be accessed on or off campus. No password needed.



[eBooks](#) are digital versions of works that are offered by the MDCC Library. The user must have an account to access eBooks. Initial account must be created on campus.



World Data Analyst ; Gateway to the Classics; Merriam-Webster's Collegiate Dictionary & Thesaurus; Merriam-Webster's Dictionary of Quotations; Full-text journal and magazine articles from EBSCO and ProQuest journals; BBC, New York Times & SBS World News daily headlines; The Web's Best; World Atlas; Advanced search capabilities and Britannica's exclusive "Workspace", a research organizer; Over 75,000 Articles from Encyclopedia Britannica and over 23,000 biographies; Year in Review Browse . Access campus only.



ANATOMY.TV is a suite of 3D interactive models of human anatomy. Intuitive controls allow the user to zoom, rotate and peel away layers to educate and communicate with an ease and directness that was never possible with print. A wealth of supporting media, MRIs, X-rays, live-action movies and animations are also included to supplement anatomy.tv's high resolution, computer-generated models. May be accessed on or off campus. Ask librarian for password.



This database includes hundred's of Professor Bloom's essays, which examine the lives and works of great writers throughout history and the world; contains an archive of more than 40,000 characters, as well as extensive entries on literary topics, themes, movements, and genres. May be accessed on or off campus. Ask librarian for password.

## CINAHL

CINAHL with Full Text is the world's most comprehensive source of full text for nursing and allied health journals, providing full text for more that 520 journals indexed in CINAHL. This authoritative file contains full text for many of the most used journals in the CINAHL index – with no embargo. With full text coverage going back to 1982, CINAHL with Full Text is the definitive research tool for all areas of nursing and allied health literature. May be accessed on or off campus. Off campus needs password. Ask librarian for password.



MAGNOLIA is the acronym for Mississippi Alliance for gaining New Opportunities through Library Information Access. It is paid for by the State of Mississippi and is available in all public libraries, public elementary and secondary schools, and colleges/universities. Searches may be completed on campus or off campus. May be accessed on or off campus. Off campus needs password. Ask librarian for password.



MELO (Mississippi Electronic Libraries Online) is the virtual Library for the Mississippi Community/Junior Colleges with links to other online databases, electronic books, journals, and scholarly websites. May be accessed on or off campus. Password needed for *Opposing Viewpoints* only. Ask librarian for password.

### **Oxford African American Studies Center** *The online authority on the African American experience*

*The Oxford American Studies Center* combines the authority of carefully edited reference works with sophisticated technology to create the most comprehensive collection of scholarship available online to focus on the lives and events which have shaped African American and African history and culture. May be accessed on or off campus. No password needed.



*Science Online* offers a comprehensive, curriculum-oriented overview of a broad range of scientific disciplines in a variety of useful formats. Features include Topics, Terms, and Principles; Images, Videos, and Animations; Experiments and Activities; Biographies; Definitions; News Articles; Timelines; and Special Features. May be accessed on or off campus. Off campus needs password. Ask librarian for password.

### **SCIRUS** *for scientific information only*

SCIRUS is a comprehensive science-specific search engine that allows the user over 415 science-specific web-pages, enabling the researcher to pinpoint scientific, scholarly, technical and medical data on the web; find the latest reports, peer reviewed articles, patents, reprints, and journals that other search engines may miss; and offer unique functionalities for scientists and researchers. While there are numerous sites that offer a wealth of free information, some sites do charge for materials. May be accessed on or off campus. Ask librarian for password.



STAT!Ref® is an online, healthcare reference that integrates core titles with evidence-based resources and innovative tools. May be accessed on or off campus. Off campus needs password. Ask librarian for password.



*Today's Science* bridges the gap between the science that students learn in the classroom and the discoveries pushing the boundaries of science today. Updated weekly and containing thousands of links to a 15-year back-file, Today's Science explains important developments in biology, chemistry, the environment, space, physics, and technology. May be accessed on or off campus. Off campus needs password. Ask librarian for password.

## **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.

## **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.

### **CCN ROOM – COMMUNITY COLLEGE NETWORK ROOM**

The CCN Room located in the library links community colleges, Mississippi State, and the University Medical Center via T1 cable to provide distance learning as well as conferencing. This room is located in the Media Center.

### **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 films, slides, videotapes, records, and cassettes as well as the 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. and Thursday 7:30 a.m. to 4:55 p.m.

The materials in the media collection are located on the online catalog called WebCat. 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. – 9:00 p.m. Thursday 7:30 a.m. – 5:00 p.m. Summer hours are 7:30 a.m. – 5:00 p.m.

### **COMPUTER POLICY**

PC computers are located in various areas throughout the Library. Computers at the front desk area are for primarily for educational research. The Media Center Computer Lab is mainly used for word processing and internet research. The Nursing/Health Lab area, south of the Media Center, is limited to nursing students. The E-Mail center, on the east side in the main reading room, is setup for students to check their personal email. Many other areas in the main reading room have computers set up for word processing. All computers are connected to network printers except those in the E-Mail center. Printout should be limited. Regulations and limitations are posted in specialized areas. In times of great 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, on line classes
- Pursuit of educational information via the internet.
- Databases

Personal email must be viewed only in the library email center.

**COMPUTERS ARE NOT TO BE USED FOR: \***

- Sites deemed offensive
- Chat Rooms
- Games

\*Students will be suspended from the library for these infractions.

**CENTER OF LEARNING**

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

To access the MDCC Library website go to [www.msdelta.edu](http://www.msdelta.edu) . Click on ***Quick Links*** and scroll down and click on Library. Click on the appropriate picture to access the Library web page..