

## **Frequently Asked Questions GHEC Library**

### **Is the library opened on week-ends?**

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

### **What is the cost of copying materials and printing from the computer?**

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. The library does not charge for the first ten printed copies of academic material printed from the computer. Additional copies cost 5 cents per copy.

### **May a student use a wireless laptop in the library?**

The library is wired for wireless laptop use.

### **Who may use the library?**

MDCC and MVSU students are allowed to use the library. Students are required to show a valid MDCC and MVSU ID card to enter the Library and check out Library books and DVD's.

### **Is there an area for group study?**

There are no designated areas for group study.

### **How long can a book be checked out?**

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.

### **What is the library's DVD checkout policy?**

DVDs may be checked out for a three (3) day viewing period at the Circulation 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.

### **What is the charge for overdue materials?**

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.

**How does a student obtain a database password?**

Passwords for database use off campus can be found in Canvas under Library Info. Students may also contact a librarian at 662-332-8467 or 662-332-8931 for assistance.

**Can a student check his personal e-mail in the library?**

Personal email should be viewed only in the personal computer area.