

**GREENVILLE HIGHER EDUCATION CENTER (GHEC) LIBRARY  
STUDENT HANDBOOK  
MISSISSIPPI DELTA COMMUNITY COLLEGE  
GREENVILLE CAMPUS**

**INTRODUCTION**

The GHEC 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 collection and services. A study of it will save time in preparing class assignments and will make sources of information more accessible to you. Since you are responsible for knowing the information contained in this handbook, ignorance of procedures, rules, and regulations will not be accepted as an excuse.

The entire library staff urges you 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**

Phone ..... 662-332-8467  
 Fax ..... 662-332-8931  
 E-mail ..... gheclib@msdelta.edu

**LIBRARY HOURS**

Monday – Wednesday ..... 7:30 a.m. – 5:00 p.m.  
 Thursday..... 7:30 A.M.- 5:00 p.m.  
 Summer hours .....8:00a.m. – 5:00 p.m.  
 The library is closed on Fridays, weekends, school holidays, and during semester breaks.

**STAFF**

Kristy Bariola. .... Director of Library Services  
 Melody Stapleton..... GHEC Librarian  
 Valencia Hampton. .... GHEC Librarian

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 AND GHEC LIBRARY POLICES**

### **TELEPHONES**

There are no public telephones in the library.

### **LOST ARTICLES**

For personal articles believed to be lost in the library, inquire at the circulation desk.

### **COPY MACHINE**

A coin-operated copier is located in the work area. Students may complete their own copying for 10 cents a page. 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 Library does not charge for printed copies of academic material printed from the computer.

### **BOOK CHECKOUT**

Only students with a valid ID or proof of enrollment in a credit class at the GHEC are allowed to check out books.

### **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 GHEC. If the lending institution charges a fee, the requester is responsible for payment before the request is sent from the lending institution.

### **INTRALIBRARY LOANS**

MDCC students may request books and instructional videos from the Moorhead campus. Consult a librarian to make requests.

### **GROUP STUDY**

Group study is allowed in designated areas. See a librarian for information.

### **FAX MACHINE**

There is no charge for use of the fax machine if used for MDCC business. For long distance, there is a charge of \$1.00 per page and \$.50 per page for local faxes.

## **LIBRARY RULES AND REGULATIONS**

### **LIBRARY PATRONS**

Only GHEC/MDCC students who are registered and taking credit classes at Mississippi Delta may use the library. All users must sign in at the appropriate area and display a valid student id.

### **CONDUCT POLICIES**

Students are expected to conduct themselves in such a manner that others will not be disturbed. If you are visiting/socializing/conversing, use the commons area outside the library. Any student not respecting this policy will be asked to leave the library. Students are encouraged to seek other places for socializing and to use their library time for quiet study.

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

No tobacco products are allowed in the Library. This is a smoke free building. No food or drinks are allowed in the library. The use of alcohol anywhere on the premises is prohibited. Any student caught breaking these rules is subject to disciplinary measures by the Dean of Student Services.

### **CELL PHONES**

Students are to turn their cell phones off or on silent while they are in the library.

### **ELECTRONIC DEVICES**

Students are allowed to listen to iPods or MP3 players with headphones as long as the sound level is low enough that it does not disturb others. The library is wired for wireless computer use.

### **RESHELVING MATERIALS**

Books used from the stacks and reference areas should not be re-shelved but should be placed in designated areas. Periodicals should be returned to the circulation desk or the Reading Area shelves.

### **OFF LIMIT AREAS**

Students are not permitted behind the circulation desk.

## **CIRCULATION RULES**

### **CIRCULATION POLICY**

Books that are checked out are the responsibility of the student whose name appears on the Library computer Sirsi system. 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.

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.

### **RESERVE BOOKS**

Faculty members may place books 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.

## **LIBRARY COLLECTION AND RESOURCES**

### **MATERIALS**

The collection of materials in the library consists of books and non-book materials. The books and media are catalogued by the Dewey Decimal System. Division numbering for each system is posted in the library reading area.

### **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.

### **CHECKOUT, LOST AND OVERDUE BOOKS**

Materials may be checked out only in the names of students and MDCC employees with a valid ID. 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.

### **AUDIOVISUAL MATERIALS**

Audiovisual material is also catalogued and entered in the online card catalog.

### **PERIODICALS (Newspapers and Magazines)**

The term “periodicals” is used to include magazines, journals, and newspapers. The most current periodicals are located in the quiet reading area of the library. Earlier issues must be requested at the circulation desk. All periodicals are to be used in the library only. Many periodicals to which our library does not subscribe may be accessed online.

### **UNBOUND PERIODICALS**

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

### **NEWSPAPERS**

Current issues of national, state, and local newspapers are found in the reading area and behind the circulation desk. Outdated issues of newspapers are housed in for one month and then are trashed. No student may cut from a current paper.

### **PERIODICAL INDEXES**

The PERIODICAL HOLDINGS LIST can be found at the circulation desk. It lists all the periodicals housed in the GHEC library.

### **REFERENCE COLLECTION**

Periodicals, newspapers, dictionaries, encyclopedias, atlases, and reference books are provided for use in the library. **NO REFERENCE MATERIALS MAY BE TAKEN FROM THE LIBRARY.**

## **COMPUTER USE**

PC computers are located in various areas throughout the Library. All computers are connected to network printers, except those in the personal use area. Rules 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

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

- Sites deemed offensive
- Chat Rooms
- Games
- Excessive personal use (more than 30 minutes)

## **SERVICES**

### **ORIENTATION**

Guided tours of the library are available upon request for classes. Please request for a tour at least 24 hours in advance. Any GHEC student may have a copy of this Library handbook by printing a copy.

### **POSTER KITS**

Several poster kits are available at the Circulation Desk for in library use for materials such as colored pencils, scissors, magic markers, glue, etc.

**ELECTRONIC ACCESS** To access the GHEC Library website go to [www.msdelta.edu](http://www.msdelta.edu) , click on Current Students, scroll down, and click on Library.