ANGELINA COLLEGE LIBRARY
FREQUENTLY ASKED QUESTIONS

↗When is the library open?

Spring and Fall:	Open	Close
Monday through Thursday	7:30 a.m.	9:00 p.m.
Friday	7:30 a.m.	4:00 p.m.
Saturday	-------Closed---------	
Sunday	-------Closed---------	
Holidays	-------Closed---------	

☼ Summer hours: Monday – Thursday 7:30 a.m. – 9:00 p.m.

↗How do I obtain a library card?

The identification (ID) card you received at registration acts as your library card. You are responsible for all material borrowed on your card. If your ID card is lost or stolen, report it to Enrollment Services and purchase a new card. Your current ID must be presented to check out material. This includes reserve material and headphones.

↗How do I locate books?

To find print books, use the A.C. Library online catalog. This is accessed from our web page at http://www.angelina.edu/library/index.html. Circulating books are located on the 2nd floor; reference books are located on the 1st floor. The catalog also provides links to many e-books and media items. Additional e-books and e-audiobooks can be found in our e-book collections. These collections are accessible from the "Library Databases" link on the library web page.

↗How do I locate journal and newspaper articles?

The library subscribes to a variety of databases which provide access to online articles. These can be accessed from the "Library Databases" link on the library web page.

↗Can I access library materials from home?

All of the electronic resources can be accessed both on and off campus, but check-out of print resources and videos will require a trip to campus. To log in to the electronic resources, use the "Library Databases" link on the library web page. You will be prompted to log in. Your username is your full A.C. student email address (ex: 123jsmith@student.angelina.edu). Your password is your A.C. student email password (ex: 04061991). The default password is your 8-digit date of birth, but if you created a different password, use the password you created.

↗ How can I learn to use the library resources?

The librarians provide instruction to various classes, but individual instruction is also available. Tutorials for many of the resources can be found at the library website. You can also contact us by phone, email or instant messaging. See the "Contact Us" link on the library web page.

↗Does the library have computers that I can use?

There are 40 research terminals and 4 catalog terminals in the library. The research terminals provide access to the Internet and are loaded with the *Microsoft Office Suite*. *WordPerfect* is also available. Check with a staff member for more information. **The library workstations are primarily provided for course-related work. Academic use is always given priority over usage for personal entertainment.** Copies of the computer use policy are posted on the library website and are readily available in the library.

↗Does the library have wi-fi internet access?

The library does have wi-fi internet access. Users should choose the "guest" option and log-in with their email address. Wi-fi printing is **not** available. Print jobs must be sent from one of the library workstations.

↗ Does the library have printers available?
Documents are sent to the printers at the circulation desk. Black and white printouts are 10 cents per page; color printouts are 25 cents per page. **You are responsible for all pages that you send to the printer**. **Be sure that your document printed before closing your program.** If you wish to save documents you should bring your own USB drive or other recordable media with you. Insert these before starting on your project and remember to save regularly. Please ask for assistance if you aren't sure how to save a file or have questions about printing.

↗ What other services does the library offer?
The campus has one adaptive technology workstation on the first floor and has additional adaptive technology equipment available on the second floor. There is also one scanner available. Group study rooms and wired study carrels are available on the second floor. Copies of the study room policy are posted on the library website and are readily available in the library. Other services include spiral binding with plastic rings and lamination of items up to 25 inches wide.

↗ What is reserve material?
Reserve material takes many forms (books, articles, notes, videos, models) and is kept at the circulation desk. Instructors place items on reserve to ensure that all students have access to the material. To view a list of reserve material, click on the *Reserve Desk* button in the library's online catalog.

↗ What is the procedure for checking out material?
Bring your ID card and the items you wish to check out to the circulation desk.
If your fine record is clear and you have no overdue items, the materials will be checked out to you. A date due slip attached to the item will indicate when to return the material.

↗ How many items may I check out and how long is the loan period?
Books from the main circulating collection: 5 books total……3 weeks
Reserve items: Number of items and circulation time varies……please inquire
Reference books, periodicals and instructional videos: **........**do not circulate outside the library.
Permission to use non-circulating items may be granted for use in class presentations.
Most items can be renewed unless a hold has been placed on the material; however, no renewals are made unless the item is brought to the library. Renewals are not permitted on most reserve materials.

↗ Where do I return items?
Books should be returned to the ***first floor circulation desk*** or the ***library book drop.*** The book drop is located on the outer wall of the library to the left of the main entrance. To prevent possible damage, please return non-print materials inside.

↗ What are the fines and fees for overdue or lost materials?
Books from the main circulating collection: fine is 10 cents per day
Reserve material: fine is 50 cents per day
Lost items: the replacement cost of the item plus a $10.00 processing fee.
 Borrowing privileges are suspended until fines and fees are paid.

↗ What else should I know about the library?
*The first floor is an activity/reference floor; **the second floor is a quiet study floor**.
*No eating or use of tobacco products is permitted in the library. Only drinks with secure, sealable lids (such as screw-top lids, no-spill mugs) are permitted. **No drinks should be placed near the computers!**
*Cellular phones should be **set to silent/vibrate** and should be used outside the library.
*Please **do not re-shelve** books. Leave them on tables or in the bins provided.

And remember…..we are here to help….
Please ask for assistance at any time.