

Welcome to the Chipola College Library

Mission

The Chipola College Library serves as an integral part of the college's instructional program. The Library provides print and non-print materials to support the course offerings of the college and to support the professional and personal growth of the faculty, staff, administration, and students.

Library Services

The Chipola College Library is an information resource center providing books, magazines, periodicals, and newspapers. Computers offer Internet access to online databases of full text periodicals and electronic books. The Library offers audio/video viewing rooms, study rooms, course reserve materials, and photocopy machines. Reference assistance is available for group and individualized instruction.

Circulation Policy

Currently enrolled students with current student ID may check out up to 10 items for three weeks. Some items are limited to 1 hour or 1 day checkout. Reciprocal borrowing privileges are extended to students and staff of Florida's public colleges and universities. Overdue books incur a 25 cent daily fine. Overdue media incurs a one dollar a day fine. Local community members may purchase a lifetime membership card for \$25 (print books only).

Computer Labs

The Library has a 13 station reference lab located on the main floor. These computers offer Internet access as well as access to electronic databases through LINCCWeb. The Tech Lab is located on the second level of the Library. It consists of 32 computers offering Internet access as well as word processing capabilities. Students are required to present a current Chipola College ID card for access. Community members may access the Internet from designated computers in the reference lab during specified hours after completing the "Network, Internet and Lab Use Acceptable Use Procedure" (IMM#29). Community users pay 10 cents per page for printing black and white and 75 cents for color.

LIBRARY PERSONNEL

Dr. Lou Kind
Director
Phone: 718-2295
E-mail: kindlchipola.edu

Renee Scott Hopkins
Coordinator of Library Cataloging and Reference
Phone: 718-2372
E-mail: hopkinsr@chipola.edu

Jane Stephens
Coordinator of Library Circulation
Phone: 718-2279
E-Mail: stephensj@chipola.edu

Nell Donaldson
Acquisitions & Interlibrary Loans
Phone: 718-2273
E-mail: donaldsonn@chipola.edu

TECH CENTER

Hours of Operation

Monday—Thursday

8:00 a.m.—6:30 p.m.

Friday

8:00 a.m.—Noon

Summer hours may differ

Chipola College Library Information



LIBRARY

Hours of Operation

Monday—Thursday

7:30 a.m.—7:00 p.m.

Friday

7:30 a.m.—4:00 p.m.

Summer hours may differ

3094 Indian Circle

Marianna, FL 32446

850-718-2274

www.chipola.edu/library

*Exceptions and holiday hours will be posted in the Library and on the Chipola home page. ALL hours are subject to change.

LINCCWeb

www.linccweb.org

LINCCWeb is the Library Information Network for Community Colleges. It is an online gateway to library materials in Florida's 28 public community college libraries including access to electronic resources such as periodical indexes, full text periodical and newspaper databases, electronic books, as well as the library collections of the community colleges.

Any currently enrolled student can access LINCCWeb from a computer connected to the Internet. On-line content is available 24 hours a day, 365 days a year.

TO SEARCH FOR PRINT MATERIALS

www.linccweb.org

Choose "**GO to Catalog**". Borrower ID and password are not required to search the library catalog of in house materials and books. Choose "**Chipola College**" as the college location. Materials may be searched by author, title, or subject.

TO SEARCH FOR ONLINE RESOURCES SUCH AS MAGAZINE ARTICLES, ELECTRONIC BOOKS, AND RESEARCH DATABASES:

www.linccweb.org

1. Choose "**Search Single Database**"
2. Choose "**Chipola College**" as the college location.
3. **Borrower ID** is last name first initial last 4 numbers of social security number.
Ex. John Smith SS#123456789 (smithj6789)
4. **Pin** is the last four numbers of social security number

Some of the databases available are:

ABI/INFORM-full text articles concerning business
ACADEMIC SEARCH PREMIER-full text articles on a variety of topics
CQ RESEARCHER-pros and cons for select social issues
CUSTOM NEWSPAPERS—full text newspaper & news wire stories
EDUCATION FULL TEXT-articles concerning schools & education
GROVE MUSIC ONLINE—periodical & encyclopedia articles
HEALTH SOURCE: NURSING- health related full text

LIBRARY SERVICES

Reference Assistance

Library staff is available during all scheduled hours to assist in making full use of the Library's resources and assist in using LINCCWeb and other reference tools. **DO NOT HESITATE TO ASK FOR HELP**

Assistance is available for classes at the request of the instructor. Individual assistance is available on a first come first served basis unless a LIBRARY RESEARCH CONSULTATION is requested.

A **LIBRARY RESEARCH CONSULTATION** provides 30 minutes to 1 hour of personalized assistance by a Chipola reference librarian. It can provide advice on resources and search strategies for specific topics. To schedule a LIBRARY RESEARCH CONSULTATION, visit the reference desk .

Interlibrary Loan

If a particular book is not in the Chipola College Library collection, library staff can attempt to borrow the item from another library. Interlibrary loan information is available from the circulation and reference desks or at www.chipola.edu/library

Study Rooms

Study rooms are available on both the main floor and the second level. A minimum of two students must be in the room. Students checkout the key from the circulation desk or ask a librarian for assistance. A 2 hour time limit may be enforced during peak demand times. The second level rooms contain audio/video viewing equipment.

Photocopier

A photocopier is available by the front entrance of the library. Copies are 10 cents each. The machine takes \$1 and \$5 dollar bills and gives change.

Building Use Policy

The library is a place for quiet study. There are no conversation areas in the building.

Group study rooms for 2 or more students are available on the second floor.

No food or drinks are allowed in the library.

All cell phone ringers should be turned off. Phone calls should be placed outside the building.

College Policy No. 6Hx3.180 States: "College students may not bring children to class nor to the Library, nor leave children unattended on campus. Students are responsible for arranging their child care without involving the College." The library restricts children under the age of 12. Users under the age of 16 must be accompanied by a parent or legal guardian at all times if not enrolled in classes.

Submit all posters, brochures, and flyers to library staff for approval before posting.

Student IDs are required for checkout of materials and computer use.

Magazines and newspapers are not available for checkout.