

Library Services for Students



Volume 1, Issue 3

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Location

200 Technology Building

Hours

Monday-Thursday

7:30 am-9:00 pm

Friday

7:30 am-4:30 pm

Saturday

8:30 am-12:00 pm

Telephone

770-412-4755

E-Mail

dbunnell@griffintech.edu
sbrooks@griffintech.edu
ljones@griffintech.edu
libraryhelp@griffintech.edu

Staff

David P. Bunnell
Director of Learning
Resources

Sherry Brooks
Public Services Librarian

Linda Jones
Technical Services
Librarian

Jane Busby
Library Assistant

Joyce Kierbow
Daytime Library Technical
Assistant

Tim Slaton
Evening Library Technical
Assistant

Library Services for Griffin Tech Students

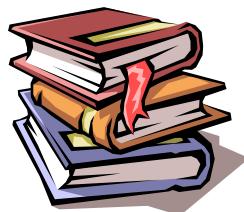
The Library

Collections

The Library has over 13,000 books, videos, tapes, CDs, and reference titles. The Library subscribes to over 100 magazines, journals, and newspapers. In addition, the Library has access to over 13,000 e-books and over 1,200 full-text magazines, journals, and newsletters through Georgia Learning Library Online (GALILEO)

Borrowing Library Items

Books may be borrowed for up to two weeks at a time. Video tapes, CDs and other non-reference materials may be borrowed for two days. There is fine for items that are overdue. Items may be renewed if not on hold for another user. There is a checkout limit of two videos tapes at a time.



Interlibrary Loan

If you can't find what you need, see a Library staff member about borrowing an item from another library in Georgia

Web-based Resources

The Library has a home on the Web at

<http://library.griffintech.edu>

The Library home website has links to a collection of over 100 citation and full-text articles and book databases from Georgia Learning Library Online (GALILEO). GALILEO is also accessible from your home computer or office at:

<http://www.galileo.usg.edu>

Contact the Library staff to get the current password. You can search and browse through the Library online catalog to see what book titles are available.

The Computer Laboratory

The Library has 36 networked and Internet-ready computers for student use. Printing is free courtesy of your student fees.



Photocopying

The library has a photocopier available for copying journal articles, references, and other documents. Copies are 5 cents per page.

Library Research Instruction

The Library Staff will hold workshops through out the academic year. Watch the Library News on the Web for announcements. Some instructors bring their classes to the Library for instruction. Ask your instructor about this service

Group Study Rooms

The library has two group study rooms. Come by the library and schedule a time. They may reserved in 3 hour-blocks.

WE ARE HERE TO HELP

Please contact us any time you need help with research for term papers or projects. We will also be glad to help you get started with presentation working with various media presentation.

General Library Policies

No food or drink allowed in the library

Children under the age of 14 should not be left alone and unattended in the library.

Children are not allowed to use computers

Cell phones should be turned to vibrate if possible and if you receive a call please leave the library so as not to disturb others

Computer/Internet Usage

Your Internet/Computer privileges may be taken away if:

You play games on computer

You “chat” or use instant messenger program

You view adult orientated graphics on websites

You install/download any unapproved program on computer

You alter the computer settings in any way



