



Seminole Community College



Library Handbook

**Be yourself.
only better.™**

Welcome to the Library

As a "brick and click" facility with full-service Library locations on the Sanford/ Lake Mary and Oviedo campuses, and virtually (www.scc-fl.edu/library) on the Internet, the Library serves as your research portal to both onsite materials and electronic resources.

The Library offers many services including:

- Librarian assistance and other staff as important resources for information and research.
- Group study room space, and carrels for individuals.
- An open computer lab at the S/LM Campus with desktop publishing software and access to the Internet, managed by the CTS Department.
- An "Internet only" research area guided by reference staff.
- A central location for reserve, dual enrollment and distance learning materials.
- Support for distance learning students.
- Wireless Internet connections and laptops for use in the Library.

Library Guidelines

When using the Library, please follow these basic guidelines:

- Quiet study areas are appreciated by all of our students.
- Turn off or silence cell phones and pagers. Phone conversations should be conducted outside of the Library.
- No food, open containers of liquid or tobacco products in the Library at any time.
- Drinks with screw-top lids are permissible at tables or carrels (no liquids where equipment is located).
- Children under the age of 12 are welcome with adult supervision and are not to be left alone in the Library at any time.
- Personal items should be kept with you at all times.
- Respect for other Library guests, Library materials and equipment is expected at all times.
- CTS computer lab guidelines vary from those of the Library. Please refer to their guidelines for conduct in that area of the Library.
- Group study rooms may be used by two or more people. Carrels are available for individual use.
- Wireless laptops checked out at circulation desk must remain in the Library.

Circulation Services

Borrower Identification

Your SCC Card serves as your Library card. It may be used to:

- borrow SCC Library materials

Circulation Services (continued)

- renew scc materials
- access E-books and online databases for research
- borrow Library materials from any Florida community college or state university
- request books and articles through ILL (Inter Library Loan)

For more information about the SCC Card, go to:

www.scc-fl.edu/scccard/faqs.htm

Borrowing Materials from the Library

- An SCC Card is required to borrow materials.
- One card is issued at no charge. Replacement cards are available for a fee.
- Provisions may be made for DL students. Contact Circulation Department.

Loan Periods and Renewals for SCC Students, Faculty and Staff

Item	Limits	Loan periods	Renewals
Audio CD Books	3	3 Weeks	1 Renewal
Books (General)	No set number Reasonable use	3 Weeks	1 Renewal *
E-books	No set number	Variable	
Music CD	3	3 Days	1 Renewal
Leisure Books	3	3 Weeks	1 Renewal
Primary Books	5	3 Weeks	1 Renewal
Reserve Materials	NONE	As specified on item	None
Reserve Videocassettes	2	2 Days	None

* Renewals will not be made for books if others have placed hold requests.

Campuswide Borrowing (CWB)

- You may request materials from another SCC campus Library to be sent to your Library. If you request something that is checked out from an SCC Library, it will be held for you once it is returned.
- You may request a book that appears in the online Library catalog. Click on "Request." You will be prompted to provide your borrower identification number, pin and college campus to log on, and submit your request.
- There is daily (Monday-Friday) courier service between campuses.

Interlibrary Loan (ILL)

- If you want to request a journal article or a book not owned by SCC, submit an interlibrary loan request.
- There is a limit of five (5) item requests per day for students.
- Allow ten days for requested items to arrive.
- Ask reference staff to show you how to request materials that are not owned by SCC.

Circulation Services (continued)

Lost and Found

Items left in the Library will be held at the Circulation Desk for 24 hours before being turned over to the College's Safety and Security Office.

Overdues

- No fines are assessed on general collection materials. Borrowers who do not return materials will be charged an item replacement cost, plus a nonrefundable \$5 service fee.
- A \$5 service fee will be charged for each reserve item not returned on time.

Renew

By telephone: S/LM 407-708-2618 or Oviedo 407-971-5061

Online at www.scc-fl.edu/library/howto/librarycard.htm

- Renewals will not be made for books with hold requests.
- Non-print materials located in Media Services are not loaned to students. Those at the Circulation Counter may be checked out.

Reserves

Materials held for class assignments may be checked out as specified by the instructor. Reserve materials, which cannot be checked out, may be used or photocopied in the Library.

Ask A Librarian

By Telephone: S/LM at 407-708-2305 and Oviedo at 407-971-5062

By e-mail: imb-ref-library@scc-fl.edu

Statewide assistance: www.askalibrarian.org

Who can use "Ask A Librarian?"

Anyone can use this service. We want to be sure that campus and distance learners receive the support they need.

Does e-mail reference include document/article delivery and copying?

- No, those with SCC Cards should use ILL services instead.
- Non-affiliated users should go through their public library ILL channels.
- SCC distance learning students should contact the Circulation Department for other options.

What types of questions may I ask?

The same questions you would ask at the Reference Department:

- Brief questions requiring short, factual answers, such as verification of bibliographic information, verifying the publisher of a book, etc.

Ask A Librarian (continued)

- Help using the SCC Library Web page, Databases, LINCCWeb, etc.
- Suggestions for research strategies, appropriate LINCCWeb subject headings, relevant indexes, and reference tools to locate information for assignments. We will not complete the assignment and research for you.
- Before submitting your question, you may wish to research your answer by consulting the links under the "Research Help" column of our homepage.

How soon can I expect a response?

- We try to respond to all questions within 24 hours on working days (M-F), excluding holidays.

Reference Services

Internet Access in the Library

Internet access is provided for academic support, distance learning and information gathering. Chat, games, commercial activity and pornography are not permitted on any College computers.

Internet-Based Research and Information

Research assistance is available online. Go to the Library homepage and click on the headings in the "Research Help" column to:

- Locate books and media at SCC or other libraries, in electronic resources or at bookstores
- Use online databases to locate articles and citations
- Access Florida SUS (State University System) online catalog
- Locate copies of journal articles at SCC or another library, from full text databases, in electronic format online, or by ILL
- Obtain research assistance
- Renew SCC Library loans by e-mail
- Search the Internet
- Use librarian selected Internet sites for research
- Learn how to do effective Internet searching
- Use online research guides (detailed subject guides)
- Learn how to cite sources
- And more - just go to www.scc-fl.edu/library

Library Instruction

Professional librarians provide instruction in Library use to individuals and groups using a number of different methods. Faculty may contact the Reference Desk at 407-708-2305 to schedule Library instruction in the Library Reference area. Librarians may come to classrooms or labs by appointment.

Reference Services (continued)

Magazine, Journal and Newspaper Subscriptions

Periodicals owned by the Library can be found by title and subject in the online Library catalog. Please note the variety of international publications in the Library to gain a more global perspective on world affairs.

Reference Collections

The Reference area has a wide variety of materials including atlases, bibliographies, dictionaries, directories, encyclopedias, handbooks, and indexes designed to answer factual questions or identify resources on a subject of interest.

Information Literacy

The SCC Library adheres to the Information Literacy Competency Standards for Higher Education as approved by the Association of College and Research Libraries (ACRL), on January 18, 2000. ACRL defines Information Literacy as:

“Information literacy forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master context and extend their investigations, become more self-directed, and assume greater control over their own learning.”

An information literate individual is able to:

- Determine the extent of information needed.
- Access the required information effectively and efficiently.
- Evaluate data and its sources critically.
- Incorporate selected information into one's knowledge base.
- Use information effectively to accomplish a specific purpose.
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information data ethically and legally.

Mission Statement

The Library provides integral support in fulfilling the teaching and learning mission and goals of the College. We provide access to information in all formats, information literacy instruction, print and non-print resources, to our diverse community of users. As a unit of the Division of Libraries and Learning Technology, the Library acquires and manages information, and promotes the creation and use of knowledge in an atmosphere where information and ideas are readily accessible and freely exchanged. The Library also provides appropriate resources and services to citizens outside the College.

Mission Statement (continued)

This Mission will be achieved by:

- Providing library services and well organized accessible collections in formats consistent with prevailing technologies and the needs of the instructional programs wherever the programs or courses are located and however they are delivered.
- Ensuring a sufficient quantity of state-of-the art technology in electronic media and other essential equipment or remote access necessary to support classroom instruction/learning objectives, library information literacy instruction, and College-wide multiple media needs.
- Educating students to become independent lifelong learners and to develop critical thinking skills through library information literacy instruction.
- Developing strategic partnerships to provide an evolving range of services to faculty, staff, and students, and to integrate educational technology into the curriculum to enhance teaching and learning.
- Participating in cooperative resource sharing and collection development agreements with other libraries and agencies to enhance available information resources and services.
- Evaluating resources and services on a regular basis to ensure adequate and appropriate area support of College programs and institutional purpose.
- Developing a plan for long-term sustainability and growth.
- Providing a qualified, knowledgeable staff motivated and dedicated to excellent service.

Values:

- Quality, personalized services for our users with the flexibility to accommodate their individual needs.
- Collegiality and effective communication within our department and throughout the College.
- A positive work environment that advocates staff empowerment and development.

A course for Internet Research

LIS2004

Introduction to Internet Research, is a one credit online course designed to help students develop the basic information literacy skills necessary for college course work, general research, and for lifelong learning in an information-centered society. The course is offered each term and introduces students to the concept of using the Internet as an information retrieval tool, and teaches strategies for locating and analyzing information.

Contact the Library

Sanford/Lake Mary Library

100 Weldon Boulevard, Sanford, Florida 32773-6199

Telephones

Library Information	407-708-2295
Circulation	407-708-2618
Library Fax	407-708-2233
Media	407-708-2112
Reference	407-708-2305
Technical Services	407-708-2114
Dean of Learning Resources	407-708-2136
Manager, Library Services	407-708-2133

Regular Hours

Monday - Thursday	7:45 a.m. - 10 p.m.
Friday	7:45 a.m. - 4 p.m.
Saturday	Closed
Sunday	12 noon - 8 p.m.

Summer Hours

Monday - Thursday	7:45 a.m. - 10 p.m.
Friday - Saturday	Closed
Sunday	12 noon - 8 p.m.

Visit www.scc-fl.edu/library/hours for holiday and break hours.

Oviedo Library

2505 Lockwood Boulevard, Oviedo, Florida 32765-9199

Telephones

Circulation	407-971-5061
Library Fax	407-971-5067
Media	407-971-5056
Reference	407-971-5062

Hours

Monday - Thursday	8 a.m. - 9 p.m.
Friday	8 a.m. - 12 p.m.
Saturday - Sunday	Closed



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www.scc-fl.edu

A Diverse Learning Community...An Equal Access/Equal Opportunity College

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