

ANNE SPRINGS CLOSE LIBRARY HANDBOOK
STUDENT HANDBOOK

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I. STATEMENT OF MISSION AND PURPOSE

To support the College mission of accessible, relevant, and high-quality education by providing comprehensive resources to all library patrons, access to up-to-date print and non-print materials, and effective library instruction and customer service to students, faculty, staff, and the community.

II. GENERAL INFORMATION

Hours

Monday-Thursday 7:30am - 10:00pm

Friday 7:30am - 5:00pm

Hours vary during holidays, semester breaks, and the summer session. The changes are posted in the library.

Location

The Anne Springs Close Library (ASCL) is located next to the Student Center and behind buildings A and B.

Library Staff

The library staff consists of two professional librarians and three paraprofessionals, as well as student employees. All of our staff members are available to assist you in your research and information retrieval needs.

Head Librarian Ext. 7075 (803-981-7075)

Librarian Ext. 2883 (803-325-2883)

Library Technical Assistants Ext. 8025 (803-327-8025)

Library Resources Coordinator Ext. 7247 (803-981-7247)

Conduct Policy

- o Please consume all food and drink outside of the library. If you have a cup or bottle, please throw it away, put it in your book bag, or leave it at the Information/Circulation Desk.
- o Please use cell phones and beepers in the lobby. Turn them off or to silent mode while using the library. We try to maintain a level of quiet conducive for study.
- o Please find other arrangements for your children. While we encourage parents to help their children learn to appreciate reading and libraries, the Anne Springs Close Library is an academic library that focuses on serving college students.
- o County rooms are available, when not scheduled for classes, for group study on a first-come, first-served basis. Please check the schedule log at the Information/Circulation Desk for availability. **Food and drink are not permitted in the county rooms.**
- o Student-use computers, when not scheduled for instruction sessions, are available for research. Signs will be posted when instruction sessions are scheduled. **Please sign in when using the library computers.**

Suggestions & Information

- The library staff welcomes your suggestions. You can call 327-8025 to speak to a member of the library staff.
- You can also go to the "[Reference Assistance](#)" link on the library's website to find out more.
- If you have a reference-type question, you can go to the "[Ask A Librarian](#)" link on the library website to fill out and submit the online request form.
- If you have a more detailed research question, please feel free to request a "[Research Consultation](#)" at the library's website.
- If you would like to request that an item be added to the library collection, you can fill out and submit the online "[Material Suggestion](#)" form.

Arrangement of Materials

- The book and periodical collections are located on open shelving.
- Books, videos, etc. are arranged by Library of Congress classification; periodicals are alphabetical by title.
- The Information/Circulation Desk is fully staffed during operating hours.
- Study environments including individual carrels and tables are available.

County Rooms

- There are four county rooms, each equipped with a TV and VCR.
- These rooms are primarily used for classes.
- Anyone wishing to use them for video viewing, study groups, meetings, etc. can use them on a first-come, first-served basis if a class is not meeting in them or not scheduled to meet.
- Class schedules are posted on the door of each room.
- All persons using the county rooms must sign in at the Information/Circulation Desk.

Telephone

A handicap-accessible pay phone is available for public use on the south side of the building.

Lost Library Materials

Lost library materials or IDs should be reported to the library staff immediately. Borrowers are responsible for all materials charged out with their library barcode number unless the card is reported as lost.

Copyright

The Anne Springs Close Library complies with the 1998 Copyright Law. Copyright warning notices are posted at appropriate locations, on equipment, and on materials. The school's copyright manual and further copyright information can be found on the library website under the "[Copyright and Fair Use](#)" link. The following is the "Student Copyright Manual," excerpted from the York Technical College Copyright Manual, which can be found on the library website as described above.

STUDENT COPYRIGHT MANUAL

by Dr. Jerome K. Miller

Copyright laws were developed centuries ago to protect authors. If an author wrote a book, poem, or article he or she could register it with a government agency. That assured the author that others could not copy the work without permission. (Permission frequently included paying a fee.) If an author discovered that someone had copied the work without permission, he or she could sue the offender. If the author proved his or her case in court, judges frequently forced the offenders to pay for their mistakes.

The copyright law has changed over the centuries, but it still protects books, poems, maps, and magazine articles. Now, it also protects games, films, videos, computer programs, music videos, and other communication technologies.

Fair Use:

Today, the law also gives some rights to users, the ones who read books and watch videos. This "user's right" started several centuries ago in England. People were being sued for copyright infringements for copying short quotations. At one point, an author could be sued--and lose--for copying one sentence without permission. The judges decided the law had gone too far so they began finding some defendants innocent on the basis of "fair quotation." The judges said it was not illegal to include short quotations in a book or article, so long as the quotation was brief.

U.S. judges began applying "fair quotation," but they called it "fair use." Whatever it is called, "fair quotation" or "fair use" is the right of an individual to quote a small part of a copyrighted work without asking permission or paying a fee.

When the U.S. copyright law was revised in 1976, it included a "fair use" section. The teachers' associations lobbied heavily for a "fair use" exemption authorizing teachers to copy for classroom use. The 1976 copyright law and the related documents include specific exemptions authorizing teachers to copy pages from books, encyclopedias, and magazines to distribute to their students. It also authorizes teachers to videotape programs off the air for classroom use. Congress did not give teachers a "blank check" to copy everything. Some restrictions apply to copying by teachers.

Unfortunately, the new copyright law did not include a specific exemption for copying by students. However, the fair use exemption in the law applies to students. In applying "fair use," it is important to apply the "injury test." Most authors are poorly paid for their work, so copying which deprives them of part of their income is "injurious" to them. Copying a few pages from a book probably does not "injure" the author. On the other hand, copying an entire book to avoid buying it deprives the author of income from the sale of that book. In that case, the copying is "injurious," and illegal.

Students are most likely to injure copyright owners by copying computer software, records, cassettes, and videos. Copying software, records, cassettes, or videos to avoid buying them injures many people. The royalties from music, videos, and software are shared by many people, including composers, musicians, and technicians. The loss of income from the sale of software, videos, records, and cassettes does injure these people. Therefore copying these items to avoid buying them is both "injurious," and illegal.

Copying to complete an assignment:

Students in computer classes often enter text, data, illustrations or logarithms as part of a class requirement. Students producing media projects (slides, film, video, etc.) often copy pictures from books, scenes from videos or TV programs, or music from records. In most cases, this appears to be a legitimate application of "fair use."

When Congress rewrote the copyright law, it stated that copying by students as a "learning exercise" was a "fair use." If you copy pictures, music, or text to produce a media project, that copying may be a "fair use" as long as the copy is only used for a school project. You may submit the project for a grade and the teacher may show it in class. That much is probably a "fair use."

The key question concerns future uses of the material you produce for class assignments. You may keep it for your own enjoyment and you probably can show it to a prospective employer during a job interview. However, if it includes copies of copyrighted works, it is probably illegal to share a computer program on a bulletin board or to exchange it with friends.

In the case of media productions, it may be illegal for you to show it to an audience. It is particularly important that you not broadcast the program or transmit it through a cable system without checking on copyright permissions. Your school Copyright Officer can help you decide if you must request permission for the items you copied. If the only thing you copied is music, the station or cable system's licenses may cover the music--but verify that before the broadcast or cable transmission.

Please remember, your education would not be possible without books, magazines, encyclopedias, computer programs, videos, and the like. You benefit from the creative efforts of others. Those who created those materials are entitled to a decent income from their labor. Copying more than a small part of a copyrighted work denies them of a fair return on their labor. It does not seem fair, and it is clearly illegal.

Security

An electronic security system is in operation. The security system is safe and will not affect films, tapes, digital watches, or medical devices. The system will detect library materials through briefcases, parcels, and clothing. Patrons will be asked to observe the following security policy:

Anyone attempting to leave the library with materials that are not checked out or materials that are for library use only will have to forfeit the materials. If a patron leaves through the wrong exit or the security alarm is triggered, the Information/Circulation Desk personnel will ask the patron to come to the desk to determine if the materials have been properly checked out. If the alarm continues to be triggered, the patron will be asked to wait for a security check.

III. BORROWING POLICIES

All currently enrolled students may obtain borrowing privileges. In order to borrow library materials or to use some of the library databases from off campus, students must have current, validated York Technical College ID cards with a library barcode.

Library Barcode

All students must have a library barcode attached to their student ID before they can check out any library materials. This includes reserve items. If you are unable to come to the library to get your barcode, you can request a barcode online by going to the [online application](#) on the main page of the library website.

Most materials that can be borrowed are located in the general circulating collection. When circulating materials are borrowed, the due date is printed on a card and inserted in the book pocket. The last date printed on this card is the return date. This card should not be removed from the book pocket.

Loan Periods

Each student is allowed to borrow a maximum of 5 books and 3 circulating videocassettes.

Books and audiocassettes from the general circulating collection may be borrowed for two weeks. Videocassettes/DVDs may be borrowed for two days.

The following materials are for use in the library only:

- CD-Roms (with some exceptions)
- Microfiche and Microfilm
- Newspapers
- Periodicals
- Reference
- Reserves (with some exceptions)
- Vertical Files
- Videocassettes-DVDs/Non-Circulating

Loan Periods

- | | |
|---|-----------------------------|
| o Circulating Books | 2 weeks; Limit 5 books |
| o Reference Books | In-house use only |
| o Videocassettes/DVDs – Non-circulating | 2 hours – In-house use only |
| o Videocassettes/DVDs – Circulating | 2 days; Limit 3 videos |
| o Reserves | 2 hours; In-house use only* |
| o Periodicals | In-house use only |
| o CD-ROMs/other electronic media | 2 hours; In-house use only* |
| o Newspapers | In-house use only |

*In certain cases, materials may be checked out of the library.

Renewal of Library Materials

Library materials may be renewed at the Information/Circulation Desk or by telephone. If renewing by telephone, patrons must provide the following information:

- Library barcode number on York Technical College ID.
- Barcode number and title on each item to be renewed.
- An item must be renewed before it is due; if the item becomes overdue, the patron must come to the library, return the item, pay the overdue fine, and check it out again.
- Materials may be renewed up to five times; however, items must be returned if another library patron requests the materials.

Overdue Materials

Materials returned late are subject to fines. Fines for circulating books are 5 cents per day and do not exceed \$3.00 per book. A fine of \$1.00 per day is charged for overdue videocassettes and does not exceed \$10.00.

Fines & Charges

- | | |
|----------------------------------|-------------------------------|
| o Overdue Books | \$.05 per day |
| o Overdue Non-circulating Videos | \$1.00 per hour |
| o Overdue Circulating Videos | \$1.00 per day |
| o Overdue Reserves | \$1.00 per hour |
| o Lost or Damaged materials | \$10.00 + cost of replacement |
| o Printing | \$.10 per page |
| o Copier | \$.10 per copy |

Unreturned Materials

- Charges for materials not returned to the library are based on replacement costs.
- A library patron will receive three reminder notices for unreturned library materials. The third notice is a bill and indicates a replacement cost is due. The replacement cost charged for a circulating book or videocassette will be the current purchase price plus handling.
- This information is forwarded to the Business Office as a cost charged against the students' financial record.
- A student is not permitted to register for a course, graduate, or receive a transcript if he/she has any unpaid bills. Library materials not returned and/or fines over \$3.00 are college bills. Anyone with unreturned library materials may not borrow additional materials until the items are returned or the replacement fees paid.

Lost Library Materials

Lost library materials or IDs should be reported to the library immediately. Borrowers are responsible for all materials charged out with their library barcode number unless barcode is reported as lost.

Revocation of Library Privileges

Anyone who has a previous record of not returning library materials or who repeatedly violates the rules and regulations of the library may be denied library privileges.

IV. RESOURCES

LIBRARY COLLECTION

Types of Materials Collected

Books - The book collection is intended to support the curriculum. A small number of general interest items are collected as well. Book purchases are based on faculty, librarian, and student recommendations. To search for what books and other items the library has in its collection, go to the [online catalog](#).

Databases and Electronic resources - The electronic resource collection provides access to a broad range of subjects and is reviewed on an as-needed basis. Most can be accessed remotely and include full-text, full-image, indexes, and abstracts of periodical articles.

For a complete list of resources currently available and links to them, connect to the library web page at <http://www.yorktech.com/library/> and click on "[Databases & Electronic Resources](#)." To access these resources remotely (from off-campus) click on the "Remote Access" link on top of the "Databases & Electronic Resources" page. You will need the remote access username and password, which you can get through Campus Cruiser or by contacting the library.

York Technical College students, faculty, and staff have access to the following from the library's webpage: In addition to the 19 DISCUS databases provided by the SC State Library, which allows access to over 7,000 full-text journals, the library also offers 12 databases from the Collegiate DISCUS through the PASCAL consortium, adding 12,000 full text titles. This totals 31 databases with over 19,000 full text titles. Also, the library provides access to these electronic resources as well:

- 16 more Magazine & Journal Databases
- 20 Reference Sources
- 8 Government Information Gateways
- 5 dictionaries & Encyclopedias
- 9 other resources including:
 - 2 testing preparation programs
 - AccuWeather - *Associated Press photographs & captions, graphics & sound*
 - SC Hands On Health
 - And several free products offered through Gale Group.

From these sources you have immediate 24/7 access to

- Over 19,000 full text journals
- Over 41,000 electronic books through NetLibrary
- Over 1,600 Electronic Newspapers

Duplicates - Most materials are not duplicated. A decision based on need is made in consultation between the faculty member and a librarian.

Microforms – Microforms resources include back issues of various magazines and journals as well as “The New York Times.” Much of this information can now be found on the library’s electronic resources. Criteria for retention of microforms are usage, space conservation, and preservation.

New Books - All new books are placed on the shelves in the New Books area for one month after they are processed. A print copy of the list is located on the New Books shelves and is also available online, on the library catalog page under “Library Info.”

Newspapers - Current newspapers are retained for up to three months. Newspapers may not be borrowed. Many newspapers are also available online through the library website; go to “[News Media](#)” under “Resources.”

Periodicals - The periodical collection provides information that is more current than that found in books. The collection contains over 200 periodicals in the library, and there are over 19,000 full text periodicals available online under “[Databases and Electronic Resources](#)” on the library’s web site. Trade journals and newsletters are included in this collection. Journals can also be found under the “[Journals](#)” link under “Resources.” An annual evaluation of students’ use and faculty’s recommendations is analyzed to evaluate holdings in the collection

Reference - The reference collection is evaluated by the librarians and faculty from the appropriate disciplines. Reference collection development includes the use of standard selection tools. The criteria used for selection of reference materials are:

- relevance to curricular needs;
- frequency of use;
- availability at other local libraries;
- cost; and
- availability on the Internet.

Several databases contain reference materials.

Replacements - Replacements are added to the collection as needed. Identification of these materials is based on faculty and library staff evaluations.

Sample Issues - Sample issues of periodicals to which the library does not subscribe are placed in the library and in other areas of the campus for patron enjoyment.

Textbooks - These materials are not actively collected for this collection. Faculty gifts and recommendations are evaluated on a title-by-title basis.

Vertical Files - Vertical Files include pamphlets, government documents, maps, and clippings from newspapers and magazines. A current list of the vertical file’s contents is available in the online catalog, and a paper list is also available. You may ask the library staff at the Information/Circulation Desk for the files needed.

Videocassettes, DVDs, CD-Roms, and other electronic media – Circulating items of this type can be found near the reading area of the library by the back window. CD-Roms and other electronic media are often included inside books. Some of them might be available within a circulating book for check-out, some may be in-house use only, and some you may need to ask for at the Information/Circulation Desk. Non-circulating videos and DVDs are kept in the library workroom, and may be viewed by students in one of the County Rooms. Please ask a library staff member for assistance in locating those materials.

Arrangement of Library Materials

Periodicals are filed alphabetically by title in two locations. The current year is filed in the "Periodicals" shelving on the left side of the library behind the computer area. Three previous years are filed in the "Back Issues" section, which is located on the far wall behind the circulating books. Circulating books, reference materials, and electronic media are classified according to the Library of Congress Classification System.

Library of Congress Classification

Organization of books and other materials in the Anne Springs Close Library follows the Library of Congress Classification System. This system is a combination of letters and numerals with the following general subject categories.

A General Works: Encyclopedias, Dictionaries
B Philosophy and Religion
C History of Civilization, Archeology, Biography
D General and Old World History
E-F American History
G Geography, Anthropology, Folklore, Recreation
H Social Sciences
J Political Sciences
K Law
L Education
M Music
N Fine Arts
P Literature
Q Science and Mathematics
R Medicine
S Agriculture, Fishing, Hunting
T Technology
U Military Science
V Naval Science
Z Bibliography, Library Science

THE LIBRARY WEBSITE AND OTHER ONLINE RESOURCES

All of the library computers are networked and connect to the Internet. Through the Internet, patrons have access to the [library website](#), found at <http://www.yorktech.com/library/>, and the variety of sources available there.

Wireless access is also available in the library. Instruction on how to set up your laptop or other device can be found at www.yorktech.com, click on "Faculty & Staff," then "Help Desk," then "Wireless Campus" or go directly to "[Wireless Campus](#)."

The Library Web Page

The library web page is available through the York Technical College [website](#) by clicking on "Current Students" and then "Library" and also directly at <http://www.yorktech.com/library/>.

The library website offers a wealth of information and resources, including:

[Databases and Electronic Resources](#)
[Online Catalog](#)
[About Your Library](#)
[Ask the Librarian](#)
[Reference Websites](#)
[Interlibrary Loan](#)
[Library Tour](#)
[Library Tutorial](#)
[Other Libraries](#)

And much more!

Orientation Tours

A self-paced [Library Tour](#) and a [Library Tutorial](#) are both accessible from the library website. The tour familiarizes patrons with the facility, resources, and services provided by the library. The tutorial provides various modules that instruct how to use the online catalog, electronic databases, and other library resources. If you are accessing the tour or tutorial from home, please review the "[Library Tutorial Preparation](#)" link under "Services" for more information.

Any library staff member can provide a walk-around tour for individuals.

Library Instructional Materials

The library regularly develops handouts of interest for library patrons. Please contact the library directly if you have need of specific handouts.

Much useful information is included on the library website, including:

- The school's [Copyright Manual](#);
- [Research Guides](#), which will help you get started on doing research on a specific subject;
- [Databases and Electronic Resources](#), which describe and provide on-campus and off-campus links to all of our online resources;
- and much more.

To find out more information about accessing the library's electronic resources from off-campus, check Campus Cruiser announcements or ask at the library reference desk for Username and Password information.

Using the Online Catalog

Opening Screen

The online catalog is available through the library's website by clicking on the "[Search the Catalog](#)" link. From the opening screen you are able to do a quick search by typing your search words in the white box and selecting one of the following search options from the drop down box: *words or phrase*, *author*, *title*, *subject*, *series*, or *periodical title*.

The default library should be *York Technical College Library*. If it is not, you will want to change it to reflect our catalog. If you want to search both print materials and electronic materials, then you will use the drop down box and scroll up to find the selection *YTC Library and E_RESOURCES*.

You will be able to access other library information at the top right of the page by selecting links that will direct you back to the library web page. You will also be able to go to the reserve desk or review your library account. At the bottom of the page you will find recommended reading, best sellers, selected web site, and most used items.

Search Results

The library catalog will allow you to search for materials owned by the Anne Springs Close Library. You will find listings for books, eBooks (electronic books), videos, cassettes, and journal titles in the catalog. You need to set up an eBook account on campus in order to use eBooks off campus. Please contact the library for more information.

You will not find journal articles by searching the library catalog. For journal articles, refer to the Databases & Electronic Resources section on the library web page.

After you search for your item, a Search Results screen will come up, displaying the number of items found, the number of pages in the display, and information about each item. Images of the book covers will be included when available. The call number, title, author, and availability will be shown on the first page. Selection buttons for "Details" and "Summary" are also available in the event you need more information about the item.

Always click "Go Back" on the search bar on top of the screen instead of the "back" browser button to avoid unnecessary problems. You may want to select the "Keep" button while searching in order to build a list of items that you will be interested in selecting. "X-Refs" and "Try These Too..." will give you further search results by providing related titles.

Power Search

Power Search or Advanced Search combines search elements to refine or limit a search. You can also produce a “browse list” of specified items, or search on a particular call number. Searches can include a single word or several words with operators and special punctuation. Use “Searching Tips” if you need help.

Combining Search Elements: You can combine search elements in Power Search by using Boolean operators. You can combine word or phrase, author, title, subject, series, and periodical title searches.

- Type a Word or Phrase for a typical search
- Type an Author to search for the name. You can search for an author by the first name, last name, or initials. However, searching by an author's last name produces a more complete list of search results.
- Type a Title to search for an item by title. The search ignores articles as well as other stopwords (such as a, an, as, at, be, but, by, do, for, if, in, it, of, on, the, and to, among others).
- Type a Subject to search the subject index.
- Type a Series to search for a series title.
- Type a Periodical title to search the periodical keyword index.

The Power Search also allows you to limit your search by the type of item, for example, video; or by location, for example, Kershaw. You can even use the catalog searches to the right of the power search screen and search by call number.

Using “pubyear” you can narrow your search as in the following examples:

<2002	Published before 2002
>2002	Published after 2002
=2002	Published in 2002
2002-2003	Published in 2002 or 2003
>=2002	Published in 2002 or after

Reserve Desk

When looking for materials that have been placed on reserve, you can search by instructor name, course number, or course name. If you do not find it under one option, try searching under another. Make sure you have selected YTC Library Reserve Desk on the “desk” drop down menu.

Once you find the class, you will be able to look at the reserve items for that class. For each item, you will be able to see if any are available, how long the items can be checked out, if it is currently out, and when it is due back. Most reserve items are for use in the library only.

My Account

You can check your library account online from any computer with internet access and:

- Change your library PIN;
- See what you have checked out from the library;
- See when your library materials are due;
- And if the items are overdue, see how much you owe.

The information you will need to review your account includes:

- User ID – This is your library barcode number. A sticker with this number is placed on your York Tech identification card when you come in to register with the library. Your barcode number remains the same unless you come in to change it. If you lose your identification card, stop by the library to get a new barcode number sticker when you get your new card.
- Be sure to alert the library that your card is lost so you will not be penalized if someone else tried to check out books under your name and fails to return them.
- Alternate ID – This number is a combination of the school code and your CID number.
- PIN – Personal Identification Number. When you registered with the library this should have been changed to the last four digits of your CID, or, you may have selected another number. If this does not work, and you had a library barcode prior to Spring 2004 semester, try CHANGEME. If this still does not work, please contact the library and request your PIN.

Library materials are designated on the online catalog as follows:

Reference Books - Reference books do not circulate and are processed as non-circulating. The availability status of reference books is noted as "Copy available in Reference."

Circulating Books - The availability status of circulating books is noted as "Copy available in Stacks" if a copy is available or "No copies currently available" if a book is checked out.

Videocassettes – The library has circulating and non-circulating videos and DVDs, which show up in the catalog as indicated below. A videocassette or DVD can be processed as either circulating or non-circulating upon request of an instructor. (Duplication of these items is difficult due to copyright laws. Copyright permission and a fee are required prior to duplication.)

Circulating: VIDEO-C, DVD-C - "Copy available in Video"

Non-circulating: VIDEO-NC, DVD-NC - "Copy available in Video – Library Use Only"

Other materials – Also available are sound recordings, electronic resources, and computer files (CD-Roms), which are indicated as such on the catalog record.

Reserves - Items on reserve are noted in the online catalog with a brief catalog record and can be accessed with a subject search using the instructor's name, course number, or course name. ("Copy available in Reserves")

Vertical Files - Brief records for the vertical files are entered in the online catalog and can be accessed with a subject search (S=subject heading). A list of all vertical files can be obtained (S=vertical file) ("Copy available in Vert File").

Using the Library's Electronic Resources

The library offers access to a wide variety of full-text article, encyclopedic, and subject-specific databases. For a complete list of resources currently available and links to them, connect to the library web page at <http://www.yorktech.com/library/> and click on "[Databases & Electronic Resources](#)." To access these resources from off-campus (remotely) click on the "Off Campus" link on top of the "Databases and Electronic Resources" page. You will need the remote access username and password, which you can get through Campus Cruiser or by contacting the library.

Photocopiers

Two coin-operated photocopier machines and a microfiche reader/printer are available in the library for public use. The cost is 10 cents per page for all machines. Instructions for the photocopiers are posted, and assistance is available at the Information/Circulation Desk. Please bring change or small bills to use the copier.

Computers

- The computers in the public area are available for school-related research and information retrieval only.
- Anyone using the library computers is required to have a valid York Tech ID with a library barcode or a Library Community Card with a library barcode and must sign in at the Information/Circulation Desk.
- Instruction on how to use the online catalog and other electronic resources is available on the library website in the [Library Tutorial](#). Also available through the website is an online [Library Tour](#).
- Additional library database instruction is available upon request.
- Instructional materials, search aids, and manuals are kept on the shelves near the computers.

- Computer # 6 is situated on a computer table that accommodates wheelchairs. A large trackball mouse with extra large buttons make it easier to navigate the Internet and use programs that are installed on the computer, since less hand and arm movements are required. The software, JAWS (Job Access with Speech), is loaded on this computer and is designed to meet ADA specifications. You can make an appointment with the Library Resource Coordinator at 981-7247 to receive instruction regarding the use of this computer and software.
- Anyone requiring extensive computer assistance due to lack of basic computer skills will be referred to a tutorial or the librarian for further assistance.
- The library will enforce the College's Computer Facilities and Software Policies in the use of computer equipment. Anyone viewing inappropriate material or using unapproved chat rooms on the Internet will be asked to leave. Also, students are not permitted to download material to the computer. The college reserves the right to deny use of equipment if violation of the college's policy is determined.
- A laser printer at the Information/Circulation Desk is available for patron use. The cost is 10 cents per page. A DeskJet printer, also at the Information/Circulation Desk, is available for printing in color. The cost is 15 cents per page with a maximum of four color printouts. Scanners and laser printers are also available for student use in the computer labs.

IV. SERVICES

Library Instruction

Library instruction is provided for all students at the Anne Springs Close Library. Information literacy is an essential skill for all people in the workplace and is integral to becoming a life-long learner. Librarians and library staff are available to help students with learning about the library and library research. Students at off-campus centers should contact the library to make arrangements for assistance.

Students can also independently learn more about the library and how to use its resources from the [Library Tour](#) and [Library Tutorial](#), available online at the library website. Please check the "[Library Tutorial Preparation](#)" to ensure your computer is set up correctly before beginning the tour or tutorial.

Research

The librarians welcome the opportunity to provide assistance with in-depth research needs. To set up a research consultation, go to the "[Research Consultation](#)" link on the library's website.

Reserves

Instructors may put class materials on reserve at the library for students to use at the library (and occasionally to check out). These materials may be borrowed by a student for a time specified by the instructor.

When looking for materials an instructor has placed on reserve, go to the [online catalog](#) on the library's website. Click on the "[Reserve Desk](#)" link near the top of the page. A search can be done by the instructor name, course number, or course name. If the item is not found by searching under one option, try searching it under another. Make sure that under the "desk" drop down menu, "YTC Library Reserve Desk" has been selected.

Once the class is found, reserve items for the class can be reviewed. For each item, users can see if it is available, how long it can be checked out, if it is currently out, and when it is due back.

Interlibrary Loan

The Anne Springs Close Library provides interlibrary loan (ILL) services for items not held at this library or other local libraries. Students may borrow these items from other libraries with a validated York Technical College ID. Interlibrary loan allows for access to materials that the library does not own, but may be borrowed from other libraries with a validated York Technical College ID. Please check Winthrop University and York County Public Library first for availability, as well as Lancaster County Library and Chester County Library.

If the materials are not available locally, an ILL form must be completed for each item. There is a maximum of five items per transaction. A complete citation must be submitted. There may be a cost involved in getting an item. Please indicate the maximum amount you are willing to pay. Allow two weeks to receive the material(s). Overdue fines are \$0.50 per day past the due date up to a maximum of \$15.00 per item or the replacement cost for each item.

Complete an interlibrary loan form [HERE](#) or at the circulation desk of the library. You will be contacted when the item is received, and if you want to check on its status, contact the Library Resource Coordinator at 981-7247.

Students may also initiate the Interlibrary Loan request themselves through [FirstSearch](#). You will need login information for accessing FirstSearch. Please contact the library for this information or go to Campus Cruiser and access the Anne Springs Close Library database information. If you need assistance with learning to use this database, please feel free to stop by the library, email, or call library staff.

Students and Faculty may go to any academic library in South Carolina to borrow materials. Library borrowing cards for S. C. Libraries are required and are available at the Information/Circulation Desk in the library. Students at off-campus centers should contact the library on the main campus to make arrangements for obtaining a borrowing card.

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