

## 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. Overdue books incur a 25 cent daily fine, audio-visual and reserve materials incur a \$1 daily fine. Local community members may purchase a lifetime membership card for \$25 (print books only). Community users are limited to 2 items checked out at any one time.

### Computer Labs

The Library has 2 computer labs-one 14 station lab located on the main floor and one 25 station lab in the 2nd floor Tech Center. The Tech Center also has 6 wireless stations that are available for student laptops. All computers offer Internet access, word processing capabilities, and specialized programs related to specific course and subject areas. The Library computers also offer access to electronic databases through the  [Chipola Search Icon](#). Students are required to present a current Chipola College ID card for access. Community members may access the Internet from designated computers on the main floor during specified hours after completing the "Network, Internet and Lab Use Acceptable Use Procedure" (CAP#1.2). Community users pay 10 cents per page for printing black and white and 75 cents for color.

## LIBRARY PERSONNEL

### Renee Scott Hopkins, MLS

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

### Jane Stephens, EdS

Coordinator of Library Circulation  
Phone: 718-2279  
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### Nell Donaldson

Acquisitions & Interlibrary Loans  
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# Chipola College Library Information



## TECH CENTER

### Hours of Operation

#### Monday—Thursday

7:30 a.m.—8:00 p.m.

#### Friday

7:30 am—4:00 p.m.

#### Monday

4:00-8:00 p.m.

**PROCTORING BY APPOINTMENT**

Summer hours may differ

An Equal Opportunity Institution

## LIBRARY

### Hours of Operation

#### Monday—Thursday

7:00 a.m.—8:00 p.m.

#### Friday

7:30 a.m.—4:00 p.m.

Summer hours may differ

**3094 Indian Circle  
Marianna, FL 32446  
chipola.edu/library**


## CHIPOLA LIBRARY SEARCH

[www.chipola.edu/library](http://www.chipola.edu/library)

Chipola College Library is part of FLVC (Florida Virtual Campus). It is an online gateway to library materials in Florida's 40 public community college and university 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 the Chipola Search Page 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.chipola.edu/library](http://www.chipola.edu/library)

Choose the  *Chipola Search icon*. Limit the search to Books. Borrower ID and password are not required to search the library catalog of in-house materials and books. Materials may be searched by author, title, or subject.

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

[www.chipola.edu/library](http://www.chipola.edu/library)

1. Choose the *Chipola Search icon*. 
2. Choose **Search Specific Database**
3. Choose "**Chipola College**" as the college location.
3. **Borrower ID** is **YOUR** 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 **YOUR** Social Security number.

Some of the databases available are:

**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 biography

## LIBGUIDES

[www.chipola.edu/library/libguides](http://www.chipola.edu/library/libguides)

LibGuides are used to link together Library information and materials with specific classes or assignments. LibGuides can be accessed from the Library website.

## 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 the Chipola Search 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](http://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 can stop by the circulation and ask a librarian for access to a study room. A 2 hour time limit may be enforced during peak demand times. The second level rooms contain audio/video viewing equipment.

## Photocopier & Scanner

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. There is no charge for use of the scanner.

## Wireless

Chipola students may access the campus wireless network in the Library.

## 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 is allowed in the library.

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

College Policy No. 3.380 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.

Current Chipola student IDs are required for checkout of materials and computer use.

Magazines and newspapers are not available for checkout.