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.

Computer Labs
The Library has a 14 station Reference Lab located on the main floor. These computers offer internet access, access to specialized programs used across campus and access to the electronic databases and e-books provided by the Library. The 25 Tech Lab computers and 7 wireless stations located on the second floor of the Library offers the same access as the Reference Lab.

LIBRARY PERSONNEL

Vikki Milton
Director of eLearning
Phone: 718-2371
E-mail: miltonv@chipola.edu

Jane Stephens, EdS
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.—8:00 p.m.
Friday
As Needed

Summer hours may differ

Chipola College
Library
Information

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

An Equal Access/Equal Opportunity Institution
www.chipola.edu/equity
CHIPOLA LIBRARY SEARCH

Chipola College Library is part of FALSC (Florida Academic Library Services Cooperative). 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.

HOW TO SEARCH FOR MATERIALS IN THE CHIPOLA COLLEGE LIBRARY

Go to www.chipola.edu
Choose myChipola
Choose Chipola Library in Quick Links
Choose the C Search Icon in the middle of the page
Choose between the following to limit your search

Books and Media

Articles

All

Login Information is as follows

Username: first initial of first name + first initial of last name + Jenzabar ID
Pin: last four numbers of Social Security

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.

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 on the Chipola Library Webpage.

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.

Photocopy & 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. Printing fees from the college computers are automatically deducted from your printing account. Per page cost are 5 cents for black and white, and 75 cents for color.

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.

Magazines and newspapers are not available for checkout.

8/2016