

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

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Chipola College Library Information



TECH CENTER

Hours of Operation

Monday—Thursday

8:00 a.m.—8:00 p.m.

Friday

As Needed

Summer hours may differ

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

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](#)

Select [Canvas](#) in Quick Links

User Name= first initial of first name+ first initial of last name + student ID #

Password= last 4 digits of SSN + two digit birth month + two digit birth year

(If you have logged in to the campus network in the past and changed your password, use the updated password.)

Select: [course](#)

Select: [Library resources](#)

Select: [Launch Chipola](#)

Begin your search in the catalog, databases or libguides.

LIBGUIDES

LibGuides are used to link together Library information and materials with academic programs, classes or assignments. LibGuides can be accessed from the Library resources in Canvas.

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 to student groups on both the main floor and the second level. Students can stop by the circulation desk and ask a librarian for access to a study room. A 2 hour time limit may be enforced during peak demand times.

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. 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.

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.