Welcome to the Oconee Fall Line Technical College libraries. The libraries serve on-campus students, online students, as well as students at affiliated learning centers. There are two main libraries: North Campus, Sandersville and South Campus, Dublin. There are library resource centers at LOIC in Helena and at the Jefferson County Center in Louisville.

What is at the Library?

- Thousands of resources including print, electronic resources, audio, and video formats (available with the technology to use them). A selection of newspapers, magazines, and journals are also available.
- An online library catalog which can be searched from any computer with Internet access as well as from the library. (Currently we have one centralized catalog. Users have the choice of searching the main campus or all locations. Circulating resources on each campus are available to all students. A courier will carry resources among Campuses and Centers.)
- A collection of reference works (Encyclopedias, dictionaries, almanacs, plus much more).
- 30 Internet-enabled computers on North Campus, one for sight-impaired/handicapped patrons. Wi-Fi is available.
- 30 thin clients/computers as well as 10 laptops (for in-library use) on South Campus, all with Internet access. Wi-Fi is available. An additional computer is for sight-impaired patrons.
- Reserve Collections, selected periodically by instructors, for specific classes to utilize in the library.
- Study rooms which can be reserved for small group work on both North and South Campus.
- Printers and a copier available with a fee ($.05 and $.10 respectively). The library abides by the posted copyright information.
- Space for quiet study, worktables, soft-seating, and a coffee area.
- Coffee for sale on South Campus.
- Librarians and a staff to assist you.
- Lending Library program

What library policies should students be aware of?

Borrowing

- Most circulating items may be borrowed for a 3-week period but some types of resources have different circulating rules.
- Limited renewals may be processed in person, over the phone, or through emails.
- ALL items are due at the end of the semester regardless of date due.
- Fines accrue on late items. All fines are due at end of semester with the returned item. If the item is lost, the current cost to replace that item is then charged.
• A Banner record hold will result if library items are not returned or fines are not paid.
• Items may be circulated among OFTC North Campus, South Campus, Jefferson, Hancock, and Telfair locations.

Non-Circulating Items
• The reference collection, certain journals, newspapers, reserve items, computers, and AV instructional materials are for in library use only.

Holds
• Reserves may be placed on items that are currently checked out. When the item becomes available, the library will notify the patron that it is available.
• The item will be held at the circulation desk for 4 library business days. It will then be shelved or passed to the next hold on the list. Holds are tracked in Surpass, the library catalog.

Reserves
• Materials or a collection of materials may be requested by an instructor to be put on reserve in the library or in a classroom.
• Students may sign out these materials for in library use if the reserve materials are held in the library.
• If the instructor houses the collection in the classroom, he/she can set the use parameters as long as the materials are accounted for and returned at the agreed upon time. The instructor is responsible for returning all of the reserve resources if the collection is housed in a classroom.

Reference Service
• Reference service is provided to facilitate fast and efficient access to needed information. This will be provided for any patron by the library staff.
• Reference questions may be directional – i.e. where to locate an item, how/where to sign up for a study room, a specific area of the library, the location of the restroom, etc.
• Reference questions may be instructional – i.e. how to look for specific information, which sources would be best for needed information, how to use equipment, etc.
• Reference questions may require assistance for more in-depth research when multiple resources are needed.
• Reference questions may be communicated in person at the library, over the telephone, or through email to serve local, distance, and online students as well as faculty and staff.
• In-library patrons will be assisted as soon as possible. Telephoned questions may require a return call, and emailed questions will be checked at multiple intervals during the day and assigned to appropriate personnel for action.

Interlibrary Loan
If students or faculty need books or periodical articles not available in the OFTC library collection or its electronic resources, they may be requested from a network of participating libraries through interlibrary loan. This service expands faculty and student access to millions of information resources found in OCLC’s WorldCat database of library holdings.

Student IDs
All OFTC students must have a valid student ID to check out library materials. These IDs must be
validated each semester.

Bibliographic Instruction/Orientation

- Will be provided by the library staff during a scheduled Computer 1000 class early in the semester.
- Will be provided when requested, at an agreed upon time, for special projects, assignments or techniques.
- Will be provided for special groups as needed, i.e., for new faculty or staff, or for new resources.
- Will be provided individually upon request. If instruction is requested by a student, it will be scheduled for a time convenient for both the student and library staff.

Computer lab and laptops

- Accessible during library hours.
- Sign-up for use required.
- OFTC Internet policy applies.
- Equipped with appropriate software.
- Laptops are for in-library use only and may not be checked out (South Campus).
- Wi-Fi access for laptops (North and South Campuses).

Cell Phones

- Phones must be on a silent mode.
- Any phone conversations must take place outside of the library.

Food and Beverages

- **No** food is allowed in the library.
- Beverages are not allowed in computer or technology areas.

Children and Other Dependents

North Campus

- Policies prohibit children on Campus.

South Campus

- Adults must accompany and supervise children who are under 16 years of age.
- Adults may not leave children unattended in the library. Children must stay with adults.
- Children’s computer use is restricted to school work. Children under 16 must be supervised by an adult in the computer area. See the AIC (administrator in charge), if necessary.
- Adults with disruptive children, toddlers, and babies will be asked to remove the children from the library.
- The library staff assumes no responsibility for watching or caring for children.

What is available online?

- **The OFTC Library catalogs** - No password needed.
- **Online resources available 24/7! - Passwords** change each semester and are available at the library or from instructors. The library will also make the password available to a student through an e-mail to a currently registered student’s OFTC account.
- **Online resources available through GALILEO - (Georgia Library Learning Online)** and include a vast collection of databases, journals, and reference materials – many in full text! **GALILEO will**
require a password and that password will change each semester. You may access most online resources through GALILEO when off-campus. The password may be obtained from your instructor or library personnel. This information may not be given over the telephone or through email unless you send the request through your OFTC email account. These are contractual rules. Make sure you obtain a password at the beginning of each term to take advantage of all resources available to you as an OFTC student!

- **eBooks** – over 119,000 *full-text* digital books available for your use. These online resources are password protected. From off-campus, these books are accessed by logging into GALILEO and selecting the eBooks database.
- **Encyclopedia Britannica** – online (Academic Edition) offers information, video, related information and more. From off-campus, Britannica is accessed by logging into GALILEO and selecting the Browse by type tab – Encyclopedias.
- **Facts & Comparisons** – an online tool with key drug and clinical information for consumers and pharmacy staff
- **Films on Demand** – Videos: Humanities, Social Sciences, Business, and Health. From off-campus, Films on Demand database is available through GALILEO / Browse by database and the GALILEO password.
- **Image Quest** – trusted source to obtain images that are free of copyright infringement to use in your presentations or papers.
- **Learning Express** – offers popular software tutorials, GED prep, workplace skills, occupational practice tests, US citizen info and lots more... *Learning Express* will ask you to enter your student ID number.
- **Library page** – current hours, and up to date changes.
- **Salem Press** – provides current reference resources in literature, history, medicine, genetics, cancer, science, psychology, forensics, and music.
- **LibGuides** – a Content Management System used by libraries to curate knowledge and share information by creating online Guides on any topic, subject, course, or process. These guides provide the students assistance in doing research projects. A link on the OFTC Library’s web page takes the students to the LibGuide web site where subject guides to the OFTC Library’s resources have been created. Each subject guide lists books from the library’s catalog, online full text journals in the subject area, and web resources which may provide additional information about the subject.
- **Lexis-Nexis** – a source for full text newspapers and legal information.
- **WorldCat** – a database of library holdings throughout the world.

*Please contact the library with any questions. Contact information may be found by clicking on the “About the Library” tab.*