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Oconee Fall Line Technical College Library Locations

Welcome to the Oconee Fall Line Technical College libraries. The library serves 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 also multiple off-campus sites located throughout the service area:

- Hancock County Center
- Bleckley County High School
- Dodge County High School
- Dodge County Instructional Center
- Dublin High School
- East Laurens High School
- Eastman YDC
- Glascock County Consolidated School
- Jefferson County Center
- Jefferson County High School
- Little Ocmulgee Instructional Center (LOIC)
- Telfair County High School
- Transportation Center
- Warren County Career Academy
- Washington County High School
- West Laurens High School
- Wheeler County High School
- Wilkinson County High School

Mission Statement

The mission of the Oconee Fall Line Technical College Library is to provide support for all subject areas within the instructional programs. To this end, the library selects, organizes, and makes accessible a diverse and balanced collection of information resources in a range of media formats. Additionally, the library strives to provide an environment for professional development and life-long learning in our eleven county service area.

Hours of Operation

Please check the OFTC library webpage for current schedules for each library.
Special note: Hours are generally limited during semester breaks. Libraries and centers are closed when the school is closed.

Contact Us

OFTC Web Page: follow the Library link from the Home Page (found under Services – Campus Resources)
OFTC Library Services Email: (Received at both North and South Campus)
North Campus Library Circulation Desk: (478) 553–2070
South Campus Library Circulation Desk: (478) 275–6593

New Student Orientation

In order that new students may be fully informed and aware of all phases of school life, a program of orientation is provided upon enrollment. Orientation includes: information about the library, information about the programs of study, an explanation of college rules and policies, information about the student organizations, and a briefing on student affairs including financial aid. Orientation is continued throughout each student's enrollment by the Student Affairs staff and the student’s faculty advisor. This service is provided to assist the student in making adequate adjustment to the instructional program and to the world of work. The Orientation program is also available to all students via the OFTC Web Site.
What is at the Library?

- 30 thin clients/computers on North Campus. An additional computer is for sight-impaired patrons. Wi-Fi is available.
- 30 thin clients/computers and 10 laptops (for in-library use) on South Campus. An additional computer is for sight-impaired patrons. Wi-Fi is available.
- A collection of reference works (Encyclopedias, dictionaries, almanacs, plus much more).
- 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)
- Coffee is for sale on South Campus.
- Lending Library programs which allow students to borrow an available textbook for a semester.
- Librarians and a staff to assist you.
- Printers and a copier available with a fee ($.05 and $.10 respectively). The library abides by the posted copyright information.
- Reserve Collections, selected periodically by instructors, for specific classes to utilize in the library.
- Space for quiet study, worktables, and soft-seating.
- Study rooms which can be reserved for small group work on both North and South Campus.
- 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 for each program area are also available, both electronically and in print.

What is available online?

- **eBooks** – over 181,000 full-text digital books available for your use. From **off-campus**, these books are accessed by logging into GALILEO and selecting the eBooks database.
- **Online resources available 24/7 through GALILEO**. Georgia Library Learning Online include a vast collection of databases, journals, and reference materials – many in full text! - 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.
- **The OFTC Library catalogs** - No password needed.
- **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 accessed 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.
- **Library Page** – Located on the OFTC website under Services – Campus Resources.
- **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.

**What will you find at the Library page on the OFTC Website?**

- Access to Library resources.
- E-mail link to contact the library for information or reference assistance.
- Library Hours and Phone Numbers
- Links to GALILEO (online databases, journals, newspapers, reference materials, etc. – many full-text and eBooks (120,000 full text books on the library page).
- Links to helpful information.
- The Library OPAC (online catalogs – Web Safari), where you can search for materials held in the library.
- Tutorials – Library, GALILEO, Learning Express, Encyclopedia Britannica, Facts & Comparisons, Surpass Web Safari (the library catalog), and eBooks.

**What library policies do you need to know?**

**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.

**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.

Cooperative Reciprocal Borrowing Agreements
Oconee Fall Line Technical College maintains cooperative, reciprocal loan agreements with the institutions in the Technical College System of Georgia and two colleges in the University System. OFTC students may borrow appropriate materials from these colleges upon presenting a valid OFTC identification badge. Students must maintain strict observance of all borrowing policies and regulations of each respective library. A freeze on BANNER records will be levied for all unpaid fines and/or fees for lost or damaged books. Items may be returned to the lending college or to OFTC.

Technical College System of Georgia
Adopted March 2, 2006, Updated July 1, 2014
Georgia College and State University Reciprocal Agreement
Adopted October 2, 2007, Renewed July 24, 2015
Middle Georgia College Reciprocal Agreement
Adopted September 7, 2007, Renewed July 2, 2015
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 the library staff.

Computer lab and laptops
- Accessible during library hours and are equipped with appropriate software.
- Laptops for in-library use only (South Campus)

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

Food and Beverages
- Beverages are not allowed in computer or technology areas. Beverages in the student break area must be in a closed container.
- No food is allowed in the library.

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 with disruptive children will be asked to remove the children from the library. The library staff assumes no responsibility for watching or caring for children. Children’s computer use is prohibited.

Disruptive Behavior
- The library maintains an atmosphere conducive to research, study, and quiet reflection. Therefore, students are asked to avoid participating in distracting conversation and/or behavior. Students and/or visitors who distract others will be asked to cease and desist. In the event that those involved refuse, staff will notify the Library/Media Services Director and/or another Administrator. Library resources and services are a privilege, not a right. Violating patrons may be banned from Library privileges.

How can you help the library continue to improve to meet student needs?
- If there is a book, journal, DVD, or other resource you would like to find in the Library collection, please let us know by email, phone, in person, using Comment Card or submitting a Collection Development form in the library. We will consider your recommendation and purchase as our budget allows.
Oconee Fall Line Technical College
New or Additional Resources Request Form

Do you believe the library could use books, CD’s, or DVDs in subjects of interest to faculty or students in your program?

Please complete this form and let us know what you need, our collection is always growing! If you have something specific in mind, give us as much information as you can.

Title: ______________________________________________________________________________

Author: _______________ Publisher: ______________________ ISBN: ___________________

Edition: ___________ Publication Date: ___________________ Price: ____________________

If you do not know of a specific item, let us know a subject or topic of interest that you feel the library needs some or more materials.

Something (or additional items) on the following subject is needed:

____________________________________________________________________________________

Type of Material (Format): _________________________ for Program: __________________________

Name of Faculty/Staff/Student requesting resource: ________________________________________

For Library site: Sandersville – Dublin – Jefferson – Transportation – LOIC
(Please circle the site where this resource is needed)

Thank you for your interest in the OFTC Library!
Oconee Fall Line Technical College
Comment Card

Use this comment card to let us know how we are doing or how we might improve our service to students.

Your Comments are welcome! How was your Library Experience?

I quickly and easily found what I needed _____
I found what I needed with assistance from a Library Staff member _____
My experience would have been better if __________________________
_________________________________________________________________
_________________________________________________________________
Name (optional) _________________________
Student – Faculty – Staff – Administration – Community Guest
Location: North – South – LOIC
(Circle one group affiliation & one location.)
Interlibrary Loan Request

Please complete the following:

**Indicate Campus**

<table>
<thead>
<tr>
<th>North Campus</th>
<th>South Campus</th>
<th>Online/Hybrid</th>
<th>Jefferson Campus</th>
<th>LOIC</th>
</tr>
</thead>
</table>

Today’s Date: ___________________________ Date Needed by: ___________________________ (Allow up to 2 weeks)

Patron’s Name: ___________________________ Circle One: Student Faculty Staff Other ___________________________

Address: __________________________________ City: ___________________________ State: ______ Zip Code: ______

Email Address: ___________________________ Telephone #: (___)_________ (h) (___)_________ (c)

Student ID #: __________________________________ Other ___________________________

Info: __________________________________________________________

**Book Request:**

Author: __________________________________________________________

Title: __________________________________________________________

Publication Date: ___________________________ Edition: ___________________________

ISBN#: __________________________________________________________

Where did you find this citation? __________________________________________________________________________

**Journal/Newspaper Article Request:**

Author of Article: _________________________________________________________________________________

Article Title: ___________________________________________________________________________________

Title of Journal/Newspaper: _________________________________________________________________________

ISSN#: _________________________________________________________________________________________

Date of Publication: ___________________________ Volume#: ______ Issue#: ______ Pages: ___________________________

Where did you find this citation? __________________________________________________________________

Please allow 7 to 14 days for this request to be filled. The OFTC Library may not be able to borrow newly published materials or media such as videos, DVDs, Books on CD/tape or music. All materials borrowed through Interlibrary Loan must be returned promptly when due. Patrons may be charged for late, damaged, or lost materials.

Patron’s Signature: __________________________________________________________

For Library Use Only

Received Request On ___________ Processed Request On ___________ By ___________________________

Lending Library Chosen ___________________________ Location ___________________________

Second Choice Library ___________________________ Location ___________________________

OCLC Symbol: ___________________________ Lending Period: ___________________________ Can Item be Renewed? YES___ NO___

Other Notes: ________________________________________________________________________________

__________________________________________________________________________________________
How do you locate items in the library?

**Library of Congress Classification**

Listed here is a brief outline of the Library of Congress Classification System. The Library of Congress Classification System uses letters and combinations of letters and numbers to organize books on library shelves. The goal is to organize books so that the same or similar subjects are located together.

<table>
<thead>
<tr>
<th>A</th>
<th>General Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Languages &amp; Literature</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy, Psychology, Religion</td>
</tr>
<tr>
<td>Q</td>
<td>Science</td>
</tr>
<tr>
<td>C</td>
<td>Auxiliary Sciences of History</td>
</tr>
<tr>
<td>QL</td>
<td>Zoology</td>
</tr>
<tr>
<td>D</td>
<td>History – General and Old World</td>
</tr>
<tr>
<td>R</td>
<td>Medicine</td>
</tr>
<tr>
<td>E-F</td>
<td>History – America (Western Hemisphere)</td>
</tr>
<tr>
<td>S</td>
<td>Agriculture</td>
</tr>
<tr>
<td>G</td>
<td>Geography</td>
</tr>
<tr>
<td>T</td>
<td>Technology</td>
</tr>
<tr>
<td>H</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>U</td>
<td>Military Science</td>
</tr>
<tr>
<td>J</td>
<td>Political Science</td>
</tr>
<tr>
<td>V</td>
<td>Naval Science</td>
</tr>
<tr>
<td>K</td>
<td>Law</td>
</tr>
<tr>
<td>W</td>
<td>Bibliography and Library Science</td>
</tr>
<tr>
<td>L</td>
<td>Education</td>
</tr>
<tr>
<td>M</td>
<td>Music</td>
</tr>
<tr>
<td>N</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>N-A</td>
<td>Architecture</td>
</tr>
<tr>
<td>N-K</td>
<td>Sculpture, Graphic, Painting, Decorative</td>
</tr>
</tbody>
</table>

For a more detailed outline of the LC Classification System visit the [Library of Congress Classification Outline](https://www.loc.gov/classification/).
How do you find a book on the shelf once you have a call number from the catalog?

When you search the online catalog you will get a list of materials that meet your search criteria. On the left side of the title you will find a “call number.” This call number will contain both letters and numbers. It will appear vertically on the result list but may appear horizontally in other areas. Before you start the hunt check the status of the item to make sure it is not checked out! This information will show up on the item record on your result list.

We will be happy to assist you as you become comfortable with the system!

Lending Library Program

Funded by the Student Government Association and the Foundations on North and South campuses, there is a lending library of textbooks available to all students who have exhausted their financial aid or do not receive any grants and need book assistance. After registering for classes, students may complete an application indicating their choices for a textbook they will need for the next semester. Students generally receive one book, as copies are limited. Books are awarded on a first come, first served basis. Books are distributed beginning several days before classes officially start and must be returned by the last day of the semesters. Books that are not returned will result in a hold being put on the student’s academic record. In addition, the student will accrue a fine up to the cost of a new replacement book. Visit the OFTC Web site for application.