GENERAL LIBRARY INFORMATION

http://www.sjcc.edu/library/

LIBRARY HOURS
Monday – Thursday 8:30 am – 8:45 pm
Friday 8:30 am – 2:00 pm
Saturday 11:00 am – 3:00 pm
Sunday & Holidays CLOSED
(Summer, Intersession and finals hours as posted)

TELEPHONE NUMBERS
(408)288-3775 TDD (408)993-0534

LIBRARY CARD
Your SJCC Student I.D. Card, issued at the Information Counter in the Student Center, serves as your library card and debit card for printing and copying. Students are responsible for the return of all library materials borrowed with their cards.

LIBRARY MATERIALS
In addition to books and magazines, the library maintains non-print sources, including microfilm, CDs, DVDs, and video cassettes. Reference materials, newspapers, microforms, many reserve items, and the most recent issue of magazines are available for library use only.

LOAN PERIODS AND ITEM LIMITS
Books: 20 (5 per subject) 3 weeks
CDs 3 3 weeks
Periodicals: 10 1 week
Videos/DVDs: 3 2 days
Reserve Items: 1 varies from 1 hour to 3 weeks

RENEWALS
Borrowed items may be renewed twice, unless a hold has been placed on them. Renewals may be made by telephone 408-288-3775, or online at the Library’s web site.

FINES
General Items: $.25 per day, each item
Study Rooms/Computers: $.50 per hour or partial hour
Reserve Items: $1.50 per hour or partial hour
Laptop Computers $5.00 per hour or partial hour

Payment is required for lost or damaged materials.
For further information on fines and fees, please consult Library Policies, available on the library’s web site.
LIBRARY RESOURCES

Computers. Computers for word processing, internet and database searching are located in the reference area and can be reserved for two hours at a time at the Circulation Counter. A student I.D. card is required to check out a computer.

Disabled Access. The library provides an adjustable table, an ADA-approved computer workstation, plus a screen reader program and a print-enlarger for the visually-impaired.

Go Print. This is a cash- or card-operated printer attached to the library computers. A color printer is also available through the Go Print system.

Group Study Rooms. Ten group study rooms are available on the third floor. They can be reserved at the Circulation Counter by groups of two or more people, for a two-hour time period. Laptop computers are available for use in the Group Study Rooms.

Internet Access. In addition to the library’s computers, the entire library is a Wireless Hot Spot. Data ports are also available at many tables and carrels throughout the building.

Laptop Computers. The library is able to provide laptop computers through a generous donation from the Associated Students (AS). They are available for use in the Group Study Rooms for a two-hour check-out period. Students must sign the Laptop Computer Loan Agreement before checking out a computer.

Library Handouts. The library publishes handouts to assist students in locating and using library resources. They are available online and in the reference area.

Library Databases. Databases containing a wide variety of research materials are available for on and off-campus use. Students and staff must log-in with their college I.D. number for off-campus access.

Media Equipment. The library houses equipment for listening to compact discs and audiocassettes, as well as equipment for viewing videos and DVDs.

Microfilm Reader. There is a machine for reading and copying microfilm in the reference area. The price for copies is posted.

Interlibrary Loan. Items not owned by either the SJCC or EVC library may be loaned from other libraries. Information is available at the Reference Desk.

Photocopy Machines. Two cash or card-operated photocopiers are located at the east end of the reference area. The price for copies is posted.

Reserve Collection. The reserve collection, located at the Circulation Counter, contains textbooks provided by instructors, as well as other library materials. Loan periods for reserve items are set by the instructors and may vary.

LIBRARY COURSE

Library Studies 15: Electronic Research and the Internet. This three-unit online course introduces the student to internet search strategies and methods for evaluating the content of web sources. For more information, consult the College’s course catalog.

REFERENCE SERVICES

The reference counter is located to the right of the front doors as you enter the library. If you need help locating information or using library resources, be sure to ask the reference librarian for assistance.