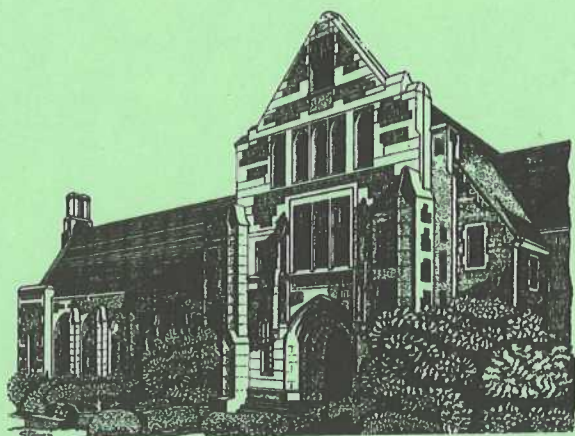


**A Student Guide to the
Library**



Agnes Scott College

Decatur, GA 30030

Fall 2001



Library hours when classes are in session:

Sunday	1:00 p.m. - 10:30 p.m.
Mon.-Thurs.	8:00 a.m. - 10:30 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.

On Sunday through Thursday nights, the Library remains open until 11:30 p.m. under the supervision of a Public Safety monitor. (Basic circulation service only between 10:00 p.m. and 10:30 p.m. No library services available between 10:30 and 11:30 p.m. If the monitor is not available, the library will close at 10:30 p.m.) When classes are not in session, the library is generally open the same hours as campus administrative offices. The library closes for select holidays, convocations and special campus-wide events. Current library hours are posted on a recording at 404-471-6338 and in the "Information & Policies" section of the library webpage.

- The library webpage and online catalog are available at: <http://library.agnesscott.edu>.
- GALILEO requires a password for off-campus access. Contact a library staff member at 404-471-6094 for the current GALILEO password.
- For access to other electronic resources, click on "Off-campus instructions."

Telephone Assistance:

Circulation questions – x6094

Ground floor service desk – x6095

Reference questions – x6096

Library office – x6339

Library hours- recording – x6338

Library fax number - x5037

Library Staff

Debbie Adams, Circulation Assistant, x5154

Michelle Bachman, Media/Microforms Assistant, x6095, ground floor service desk

Marianne Bradley, Administrative Coordinator, x6339, room 115

Linda Gray, Access Services Librarian, x6337, room 112

Resa Harney, Systems and Technical Services Librarian, x6141, room G27 (through G30)

Dracine Hodges, Acquisitions Assistant, x6342, room G30

Virginia Moreland, College Librarian, x5277, room 103

Elizabeth Morgan, Cataloging Assistant, x6093, room G30

Sala Rhodes, Reference & Instructional Services Librarian, x6343, room 113

Stacy Schmitt, Access Services Coordinator & ILL, x5342, room G26

Vacant, Evening Circulation Assistant, x6166

Media Services/ITS Staff in McCain

Emily Gwynn, Media Services Manager, x6313, room G47

Tami Stanko, Media Services Technician, x5468, room G11A

Vacant, Instructional Technologist, x6059, room G46

Writing Center Office

Beth Godbee, Assistant Director, room G12 (through G13)

The Library supports the educational program of Agnes Scott College by providing library resources, services and facilities to meet the learning, teaching, research and personal development needs of our students, faculty and staff. Through a combination of locally owned materials, resource sharing arrangements, and an expanding array of networked electronic information sources, we seek to foster academic success and individual growth. An important component of our mission is the cultivation of library and information literacy skills that are necessary to intellectual independence and life-long learning.

Our aim is to provide students and faculty with the best of two worlds: the close individual attention possible only at a small liberal arts college, and the wider access to large collections and specialized research materials available at university and research libraries in this area and beyond.



New Library Facilities

The historic McCain Library building has recently undergone renovation and expansion, and reopened in January of 2001. The newly enhanced building provides space to organize, house and access the published record of scholarship in all formats. It supplies the infrastructure and equipment to access electronic resources throughout the building. The new building facilitates closer alliances between the library, classroom teaching, and academic support services. The facility provides varied and beautiful spaces for group collaboration, individual study, research, and reflection, and still ensures functional space for service points, offices, and behind-the-scenes operational support.

Collections

Books and Periodicals

The Library houses over 210,000 books and bound periodical volumes in an open stack arrangement. New books are initially shelved at the end of the current periodicals in the Main Reading Room. The library subscribes to more than 1,100 periodicals and newspapers. Current periodicals are housed in the main reading room on the first floor. Bound periodicals and microfilm backfiles are housed on the ground floor. Current issues of about 75 periodical titles in the natural sciences are located in the Science Resource Center in Campbell Hall.

Electronic Sources

In 1996 Agnes Scott became a participant in GALILEO (Georgia Library Learning Online), a state-wide initiative of the University System of Georgia. GALILEO'S web-based interface is our primary pathway to over one hundred databases, selected electronic reference titles, and full-text articles from more than 2,000 core periodicals. In addition to GALILEO resources, the library provides access to other digital library initiatives such as Project MUSE, JSTOR, EthnicNewswatch and GenderWatch. The library subscribes to more than 600 academic journals in electronic form. These are accessible from the library's webpage.

Media

Supplementing the print and digital collections, the library holds several thousand audio recordings, music scores, over 2,000 video recordings, and smaller numbers of items in other multi-media formats. These items are located on the ground floor of the Library.

Archives and Special Collections

The College archives and special collections are housed in modern, secure space on the second floor of McCain. In addition to historical records of the College, there are collections of alumnae publications and College publications. Researchers wishing to use the archives must make an appointment with the Reference and Instructional Services Librarian. (Sala Rhodes, x 6343)

Popular Reading

A small browsing collection includes works of fiction and non-fiction of current or recreational interest. The browsing collection is located near the main entrance on the first floor of the library.

Collection Development

The majority of the book budget is allocated to the academic programs for faculty book selection. There is also a general fund used by the College librarian to ensure a balanced collection. Recommendations from students for possible book purchases are always welcome. They can be made via the suggestion box in the online catalog "library information" menu, or by contacting the College librarian. Further information is available in the *McCain Library Collection Development Policy*, available on the library web page.

Catalog of Library Holdings

The library's online catalog, SOPHIA, is available on the library's webpage,

<http://library.agnesscott.edu>.

The catalog includes records of library holdings in all formats, including books, periodicals, media, microforms and digital resources.

The two categories not yet fully represented in SOPHIA are sound recordings added to the collection before 1976 and the Drucker Collection. A sound recording card catalog near the media collection can be consulted for pre-1976 materials. The Drucker Collection of music recordings (LPs and CDs) is gradually being added to the catalog. A separate Drucker database is available at the reference desk.



Programs and Services

Circulation Services

A barcode applied to your student ID card links you to the library's automated system and is needed for all circulation transactions.

There are two circulation desks in the library: one on the first floor and one on the ground floor. Except where noted, all circulation services are available at both desks.

Regular materials circulate for a three-week loan period. They may be renewed in person or by phone up to three times. There is no limit on the number of items you can check out. All material, however, is subject to recall after three weeks if needed by another member of the college community, and should be returned promptly when requested. Videotapes circulate for three days only. All borrowers are responsible for the material checked out in their names. If you loan a book to a friend and she loses it, you are still accountable. Borrowers are billed for the replacement cost and additional fees if materials are lost or damaged.

Overdue fines on regular loans accrue at the rate of ten cents per day. If you receive an overdue notice on a book you think you have returned, please report this immediately to the access services librarian (Linda Gray, x6337). Fines on reserve materials accrue at the rate of twenty-five cents per hour.

Removing materials from the library without checking them out is a form of theft and may constitute a violation of the honor code.

Reserve Services

The reserve service is provided to ensure that readings assigned for a class will be accessible to all the students who need them. Books and other items are placed on reserve for a specific course at the request of the faculty member. They are listed in the online catalog and are requested at the first floor circulation desk. Most reserves have a 2-hour loan period, but may be checked out.

overnight 2 hours before the library closes. Any reserve item should be returned as soon as possible so that other students may have access to the material.

Laptops

The library has 10 wireless laptops which may be checked out at the ground floor circulation desk. They are for use in the library only and provide access to the college network as well as other applications. The laptops have a four-hour loan period, and a three-hour renewal.

Reference and Research Assistance

All professional librarians provide reference service and one is available nearly any time the library is open. Students are strongly encouraged to seek assistance from a librarian for any need related to scholarly resources, library materials, or information retrieval. Both on the spot help and in-depth consultations by appointment are available. (Sala Rhodes, x6343)



Library Instruction

Part of the library's mission is to help our students develop the information gathering and evaluative skills that will help them succeed in graduate work, careers, and independent life-long learning. While some of this training happens in the normal course of one-on-one reference consultations, group instruction is also offered.

Specialized group instruction sessions are often requested by faculty members for a particular course, but librarians are also available to work with student organizations, departmental majors or other interested groups. Inquiries about this service should be directed to the Reference and Instructional Services Librarian. (Sala Rhodes, x6343)

Resource Sharing

In the current information environment no library can possibly acquire all the materials needed by its users. Consequently the sharing of resources has become an essential part of library operations and a natural supplement to the collection development process. The library is committed to providing optimal access to materials needed for teaching, research, study and college operations.

Interlibrary Loan

Through the interlibrary loan service, students may request the loan of books or photocopies of articles that are not owned by McCain Library. Requests for materials are placed via the electronic form on the library webpage. One to three week turnaround time is typical, although emergency requests can be expedited. Charges for photocopies (\$1 per article) are the responsibility of the requesting individual or his/her department. (Stacy Schmitt, x5342)

Reciprocal Borrowing Agreements

An important asset to the College is our membership in the Atlanta Regional Consortium for Higher Education (ARCHE), a consortium of twenty-one colleges and universities in the Atlanta-Athens area. Through the joint agreement of these institutions, Agnes Scott College students in good standing may request short-term borrowing privileges at the other ARCHE libraries. This includes at least fifteen participating libraries, including those of Emory, Georgia State, Georgia Tech, the Columbia Theological Seminary and the University of Georgia.

To apply for an "Interlibrary Use Card," students need to speak to an Agnes Scott librarian, present their ID and complete a short form. This helps us track the subject areas and courses for which supplementary resources are needed. The agreement that governs ARCHE requires that we make sure the resources of our library have been fully utilized before an Interlibrary Use Card is issued. Usually this just entails a brief

conversation and perhaps a quick check of the online catalog.

Each lending institution establishes its own policies on loan periods, number of items borrowed and services provided. For instance some libraries do not allow access to their licensed databases or provide only minimal reference assistance. For this reason it is best if you can conduct most preliminary reference and bibliographic work here at ASC where our own staff can give you the time and assistance you might need. (Sala Rhodes, x6343)

Agnes Scott students may borrow materials from the Decatur branch of the DeKalb County Public Library. To obtain a DCPL card, simply present your student ID and a piece of mail which reflects your Agnes Scott address.



Visitors

Visitors are welcome to use library facilities and materials for research and educational purposes. Visitors are asked to introduce themselves at the circulation desk and to sign the visitor's registry. Use of library technology is governed by the Computer Use Policy, found on the library homepage; visitor access may be limited or privileges revoked for violation of policies or activity deemed detrimental to the library or our primary users.

Vital Necessities/Miscellany

Book return. When the Library is closed, return books to the outdoor book drop near the main entrance. Videotapes, sound recordings, and books on loan from other libraries should be returned directly to circulation. When the library is open, please return all items to circulation.

Copy services. Photocopy machines are located on both the ground floor and the first floor of the Library. Microfilm reader-printers are located on the ground floor.

Food and drink are prohibited in the library to reduce the possibility of insect infestations and potential damage from moisture or spillage.

Hours of library operation are posted on the library information line (x6338) and the library web page. <http://library.agnesscott.edu>

a final word....

Confidentiality

By law and professional ethics, the library is required to protect the anonymity of patron borrowing records. Intellectual freedom demands that library users be able to read material of their choosing in complete privacy. With an online circulation system, it is very easy to place holds on books checked out and to recall those books for the next user. Library staff should not be asked to reveal the identity of the borrower of a particular item. We appreciate your support of our efforts to ensure the privacy of borrowing records.

McCain Library

Collection	Floor
<i>Books</i>	
A - C	1
D - H	Stack 1
J - L	Stack 2
M - N	Ground
P - PR	Stack 2
PS - Z	Stack 3
Folio & Ultrafolio	3
New Books	Lobby-1
Browsing	Lobby-1
Reference	1

Periodicals

Current	1
Bound	Ground
Microfilm	Ground

Media

CD & LP	Ground
DVD & Video	Ground

Services

Circulation	1
Photocopy	Ground & 1
Reference	1
Reserves	1