

FAQs for the Greenwood Center Library/Resource Room

Is the library opened on week-ends?

No. The Library/Resource Room is closed on Fridays, weekends, school holidays, and during semester breaks.

What is the cost of copying materials and printing from the computer?

A copier is located outside the Library/Resource Room. Students may ask the librarian to make a copy of an item if necessary. There is no cost for this service. There is also no charge for printing from the computers.

Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of copyrighted materials. The user of the copy machine is liable for any infringement.

May a student use a wireless laptop in the library?

The Library/Resource Room is not wired for wireless computer use.

Who may use the library?

Greenwood Center students who use the Library/Resource Room must be registered and taking classes at Mississippi Delta. All local High School/Junior High School students under the age of 18 years must be accompanied by a parent or their instructor. Any one from the community over eighteen must show a form of picture ID. Unaccompanied children under the age of eighteen are not permitted in the Library/Resource Room. All users must sign in at the appropriate area. Only valid students of the Greenwood Center are allowed to check out books.

How long may a book be checked out?

Books may be checked out for a period of 14 days. If not needed by another student, an item may be renewed for another 14 days. In order to renew a book, the book must be brought back to the Library/Resource Room. Books will not be checked out after 4:45 p.m.

What is the library's DVD checkout policy?

DVDs may be checked out for a three (3) day viewing period at the Circulation Desk. Students are allowed to check out two (2) movies at a time. Friday, Saturday, and Sunday are not counted in the three day period. There is no charge for checkout. The late charge is \$1.00 per day after the due date. After 14

days, the student will be charged full replacement cost, a processing fee plus the overdue fine. The charge for a damaged DVD is the full replacement cost plus a processing fee

What is the charge for overdue materials?

Books are the responsibility of the student whose name appears on the Library/Resource Room computer SIRSI system. A fine of ten cents a day per book will be charged for overdue books if paid when the items are returned. No fines will be charged for days on which the Library/Resource Room is closed.

Lost books will be paid for at cost plus a processing fee. If a fine is owed on a lost book, the student is responsible for the cost of the book, processing fee, plus the fine. Neither transcripts nor grades will be sent for students with overdue books or fines.

How does a student obtain a database password?

To obtain a password for off-campus use, students should log in to their Canvas account. The passwords can be found under the MDCC/Library Information Tab on the left.

May students check their personal e-mail in the library?

Yes. Rules and limitations are posted in specialized areas. In times of great demand, time limits will be placed on users with priority given to those working on classroom assignments.