

# LRC STUDENT HANDBOOK

## Welcome to the Denmark Technical Learning Resources Center

**LRC Services Require a Valid Identification Card.** Identification cards MUST be presented each time when services are being requested.

1. **Books** from the regular collection are checked-out for twenty-one (21) days. Books are subject to recall after twenty-one days when requested by another patron. Only one overdue notice will be sent. **Fines** are \$0.10 cents per book/per day and payable to the Business Office with an invoice.
2. **Books** that are checked-out from the regular collection and **not returned** are charged a replacement cost for the book and processing fee of \$10.00 per book.
3. **Additional books** may not be checked-out until all overdue books are returned and a receipt verifying proof of payment for fine and/or lost book is presented to a staff member at the Circulation Desk between the hours of 9:00 a.m. – 5:00 p.m., Monday through Friday.
4. **Reserve items** are placed on reserve by faculty to assure the availability of usage by all students in the class. The faculty member indicates whether or not the reserve items can be checked-out of the library and the number of days the items can be used. Each item is indicated as to whether it may be checked-out or not. Reserve items that circulate may be placed on “hold” on a first-come, first-served basis. Reserved materials may be checked-out thirty minutes before closing if not in use. If the materials are in use, they may be checked-out fifteen minutes before closing time.
5. **A reserve item that is overdue** will be charged \$0.25 cents for each hour per book until the item is returned. The fine begins at 9:00 a.m., Monday through Friday; 9:00 a.m., Saturday, and 3:00 p.m. Sunday.

## Computers

**Students** are required to sign an Internet Use Policy before using a computer: A valid DTC Identification card is required.

The computer workstations are used on a first-come, first-serve basis. The computer workstations are for academic purposes. E-mail may be accessed from designated computers. Use other than for academic purposes may result in the lost of access to service and possible disciplinary action.

### **Computer Policies:**

1. Configurations are not to be changed on the computer systems.
2. Installation of software is not permitted.
3. Do not save anything to the hard drive. Information may only be saved to your disk.
4. Students are responsible for bringing their own disk to the LRC.
5. Computers are not to be shared without prior approval.
6. Games and chatting prohibited unless assigned by a faculty member.

### **General Policies:**

1. **Cellular Phones** – are to be turned off before entering the LRC and remain turned off while in the LRC.
2. **Head Phones** – are used for academic purposes only.
3. **Food and Beverages** – food, drinks, candy, gum, food bags, food containers, and bottles opened or unopened are not permitted in the LRC.
4. **Smoking** – the LRC is a smoke free zone.
5. **Hats and other head wear are** - to be removed before entering the LRC.

Students are advised of academic dishonesty, disruptive behavior, and respecting and caring for College property in accordance with the Denmark Technical College Catalog and Student Handbook.

### **Services Provided**

**Library Literacy: click on:** Bibliographic Instruction; one-on-one point of contact instruction; click on ASK A LIBRARIAN

**Books** – (approximately 12,000 volumes) click on Online Catalog (on-campus) (off-campus)

**Reserve Materials** – click on Student Handbook, see reserves

**Electronic Databases** – click on subscription databases for a listing of electronic databases purchased through DTC.

**Electronic Databases** – click on DISCUS for a listing of free electronic databases provided through South Carolina's Virtual Library.

**New Book Acquisitions** – Books are displayed to review new arrivals. Click on new acquisitions

**Computers** – Computers are provided on a first-come –first-serve basis.

**Laser printing** – There presently is no charge for printing.

**Photocopier** – A photocopier is provided at a cost of .10 cents per page. The copier provides enlargements and reductions, and money changer of up to \$10.00.

**Videos** – click on videos to see a listing of video titles. The titles are arranged by subjects.

**Periodicals** – click on periodicals to see a listing of periodical holdings and a listing of current subscriptions.

**Vertical Files** – click on Vertical File holdings

**Materials that are not owned by the Learning Resources Center may be obtained by:**

Requesting a **South Carolina Statewide Borrower's Card** from the Library Director.

**Borrowing books from Voorhees College** upon presentation of a valid DTC identification card. (This service is available through a reciprocal borrowing agreement with Voorhees College and Denmark Technical College).

**Local Libraries** – Local Public Libraries are free and available for your use. To check out books and to use computers, you must be a resident of the county with proper identification. There is no charge to use the computers. Allendale,

Hampton and Jasper Regional Library Systems have the following public libraries: click on [www.ahjlibrary.org](http://www.ahjlibrary.org)

**Allendale County Library**  
**Hampton County Library**  
**Estill Public Library**  
**Jasper County Library**  
**Hardeeville Community Library**

**Local libraries** in the Aiken-Bamberg-Barnwell-Edgefield area are: click on [www.abbe-lib.org](http://www.abbe-lib.org)

**Aiken County Library**  
**Bamberg County Library**  
**Barnwell County Public Library**  
**Blackville Branch Library**  
**Denmark Branch Library**  
**Williston Branch Library**

**Interlibrary Loan** – Materials may be requested from another institution when unobtainable from one of the above services.

A two to three week wait should be taken into consideration.

**Students must not be delinquent at DTC when requesting books from another library.**