

# RICHLAND COLLEGE LIBRARY INFORMATION

<<http://www.richlandcollege.edu/library/>>

## ASSISTANCE

The Richland library staff welcomes your questions. We are here to assist you in using library materials and facilities. For assistance with circulation and overdue books call (972) 238-6081. For telephone reference assistance call (972) 238-6082.

## LIBRARY HOURS

Monday—Thursday	8:00 a.m. — 9:30 p.m.
Friday	8:00 a.m. — 4:30 p.m.
Saturday	12:00 noon — 4:00 p.m.
Sunday	Closed

[Hours may vary during the summer, between semesters, and on holidays. Hours will be posted at the entrance to the library and on the Richland College Library Web page at <http://www.richlandcollege.edu/library/>]

## BORROWING

**You must present your DCCCD ID card to check out library materials.**

- ☞ Books may be checked out for **three weeks** and renewed for an additional three weeks. You are limited to **ten books**. If the book you need is already checked out, you may place a “hold” on it by clicking on the “REQUEST” button in the DCCCD Online Catalog.
- ☞ You are personally responsible for the safety, proper use and return of all library materials charged on your card. The Richland College Library does not charge fines for overdue books but **failure to return library materials** will result in a “block” being placed on your record. If you are “blocked” you cannot check out additional books, order a transcript, or register for additional courses.
- ☞ Reference books, periodicals, and college catalogs are for library use only.
- ☞ Reserve materials are placed at the Reserve Desk by instructors for student use. These materials are usually restricted to library use for two hours.

## BORROWING FROM OTHER LIBRARIES

- ☞ You may borrow books at the other DCCCD campus libraries by presenting your ID card. You may also request that books be sent from another campus to Richland for your use. To request an **Inter-Campus Loan (ICL)** use the “REQUEST” button on the DCCCD Online Catalog or ask a librarian for assistance.
- ☞ To borrow materials from outside the DCCCD on **Interlibrary Loan (ILL)**, you may use the “interlibrary loan” button on the opening page of the Library Catalog.
- ☞ You may apply for a free TexShare card at the Circulation Desk. This card allows you to use materials at a Collin County Community College Library, UTD Library, SMU Library, UTA Library, UNT Library, TWU Library, and the UT Southwestern Medical Center Library. Some TexShare libraries allow check-out privileges; others allow access only. You will receive a guide explaining your privileges.

## REFERENCE ASSISTANCE

**Reference Librarians** at the **Reference Desk** assist you with research assignments, answer reference questions, and teach you how to use library materials. They can also answer questions about how to document your sources using the MLA format.

## LIBRARY COMPUTERS

All library computers should be used for research only. E-mail and electronic “chat” are available in Del Rio 257 and Bonham 218. Data may be printed or saved to a flash drive. DCCCD credit students and staff may access the library’s electronic resources remotely through our Web page at <http://www.rlc.dcccd.edu/library/>.

## COMPUTER PRINTING AND PHOTOCOPIES

Computer printing and photocopies are 5¢ per page. Both computer pay-per-print and photocopying require the creation of a “copy account” with a **\$1.00 minimum balance**. *Machines will accept bills only* – NO coins. Computer print-outs are printed by machines in L123. Photocopiers are in L122. Copies of articles on microform are 10¢ per page.