



**Southern Regional
Technical College
Dual Enrolled Student
Library Orientation**

Library Services Mission

The Southern Regional Technical College Library provides access to learner-centered high-quality resources and services to support and supplement academic and occupational credit courses at the associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs through traditional and distance delivery methods at multiple instruction sites, the Library supports workforce development.

The following orientation provides an overview of services provided by the Southern Regional Technical College Library.

Textbooks

Many Dual Enrolled students will obtain their print textbooks and access codes from the Southern Regional Technical College Library. Check the [current booklist](#) on the Campus Store's homepage to see if your books are available online or are print copies. If you are still unsure what texts you need, contact your instructor or one of the Library Staff can assist you.

To receive textbooks, a student must present their current semester's SRTC class schedule to one of the Library staff.

A fee of up to \$75 will be charged for lost or damaged books. A hold will be placed on the student's Banner account until fines have been paid or books returned.

Be courteous to your fellow students

Please place your cell phone on silent while in the Library. To avoid disturbing others, please no talking or video calling on your phone. If you need to take a call, please do so outside of the library. Any other phone use is permitted, as long as the phone is on silent and/or you are using headphones.

No food or drinks are allowed in the computer lab area. Closed containers, such as covered cups or water bottles, are allowed in study areas. Any spills should be reported immediately to Library staff. Most importantly, be respectful by disposing of your trash properly.

Why visit the Library?

- Find quality, scholarly research information
- Get help with research
- Complete course assignments
- Meet up with study groups
- Check out books
- Browse magazines
- Get your college ID
- Study in a quiet space
- Participate in Library instruction
- Use the computer lab for school work or to relax
- Print assignments
- Make copies
- Read today's newspaper

Library Resources

Print collections are maintained at Southern Regional Technical College sites. To locate materials, use the [Library catalog](#) located on the SRTC Library's homepage.

If you are unable to find what you are looking for, ask your librarian.

Librarians have access to books and articles located around the world using the Library's Interlibrary Loan service.

Additionally, as a SRTC student, you can borrow books from all Technical College libraries; some local college libraries; and area public libraries. Ask your librarian for more information.

Resources

A selection of SRTC Library's program related books are housed at your High School Library. See your HS Librarian for more information.

If the book, you are looking for is located at another SRTC site, the librarian can have it sent to your home campus for convenient pickup.

If you are unable to make it to a SRTC Library to get the needed print materials, contact SRTC Library staff. Print resources can be delivered to your High School by your instructor or a SRTC courier.

Circulation

Students may borrow library materials with a valid photo ID. College IDs are the preferred form of identification. The Library's general collection checks out for 4 weeks. Reference items are in library use only. Books can be renewed by contacting a SRTC librarian by phone or email.

The Library houses Reserve items at the circulation desk. Reserve books have loan periods of: 1 day, 1 week, or in library use.

Current textbooks are located in Library Reserves and are in library use only. Also, Faculty may request a book be placed on reserve for a specific class, such as HESI study guides. Please note, campus libraries have a limited number of HESI study guides for one week checkout. These are very popular during test times, so plan accordingly.

Book Returns

Books can be returned to any campus library's inside book-drop or circulation desk. For your convenience, the Thomasville Library has an outside book-drop.

Books can be returned to any of the campus libraries regardless of which campus it was checked out.

Students are responsible for paying the replacement fees for damaged and/or lost materials. Delinquent students will have a hold placed on their Banner account. The hold is removed once the items are returned or the replacement fees are paid.

Electronic Resources

GALILEO is the Library's collection of online databases. GALILEO provides access to 100+ databases, indexing thousands of periodicals and scholarly journals. Over 10,000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications. GALILEO also provides students with access to millions of e-books.

On campus, GALILEO will automatically log in. Off campus, students will use their email and their email password to log in to the site.

GALILEO can be accessed from [Southern Regional Technical College Library's homepage](#) .

Student ID Card

Your Southern Regional Technical College ID card is issued by the Library. A current class schedule is required to obtain an ID. IDs are made anytime during normal business hours. Check website for current hours.

IDs are made at the:

- Moultrie Veterans Parkway Campus Library
- Tifton Campus Library
- Thomasville Campus Library

Need help?? Just ask!

Librarians are here to help! They love helping you find answers.

Librarians can help:

- Provide research assistance
- Locate reliable, quality information
- Find up-to-date resources
- Cite resources
- Find information in GALILEO
- Assist with technology
- Find that blue book with the flower on the front

A Library is located at a campus near you...

Tifton Campus

Southern Regional Technical College
Tifton Library

52 Tech Drive
Tifton, GA 31794
Phone: 229-391-2623

Gilbert Deas, Librarian
gdeas@southernregional.edu

Thomasville Campus

Southern Regional Technical College
Thomasville Library

15689 U S Highway 19 North
Thomasville, GA 31792
Phone: 229-225-3958

Polly Swilley, Library Director
pswilley@southernregional.edu

Sue Stephenson, Librarian
jstephenson@southernregional.edu

Moultrie Veterans Parkway Campus

Southern Regional Technical College
Moultrie Veterans Parkway Library

800 Veterans Parkway
Moultrie, GA 31794
Phone: 229-891-7020

Priscilla Hunter, Library Coordinator
phunter@southernregional.edu

Moultrie Industrial Drive Campus

Southern Regional Technical College
Moultrie Industrial Drive Library

361 Industrial Drive
Moultrie, GA 31788
Phone: 229-217-4208

Mornings:

Robbie Voyles, Librarian
rvoyles@southernregional.edu

Afternoons:

Michelle Croft, Librarian
jcroft@southernregional.edu

Cairo Campus

Southern Regional Technical College

Cairo Library

1550 Highway 84 West

Cairo, GA 39828

Phone: 229-378-2906

Mornings:

Ann Wooten, Librarian

awooten@southernregional.edu

Afternoons:

Donna Mavity

dmavity@southernregional.edu