



**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.

## **WELCOME TO SOUTHERN REGIONAL TECHNICAL COLLEGE**

We are excited help you make the most of your college experience. The SRTC Library is here for guidance, information, and support. We offer computer labs and comfortable spaces for individual/group study or for just taking a break.

# Who can use the Southern Regional Technical College Library?

- ▶ Enrolled SRTC students
- ▶ SRTC Faculty
- ▶ SRTC Staff
- ▶ Community Members

# Why visit the Library?

- Get help finding quality, scholarly research
- Pickup your print textbooks
- Complete course assignments
- Take tests
- Check your email
- Meet up with study groups
- Log into your online classes
- Check out books
- Browse magazines
- Get your college ID
- Relax between classes
- Study in a quiet space
- Print assignments
- Make copies
- Read today's newspaper

# DUAL ENROLLED STUDENT TEXTBOOKS

- ▶ Check the [current booklist](#) to determine if your textbooks are online e-books or print.
  - E-books are accessed through your Blackboard class.
  - Print textbooks and access codes are picked up at the Southern Regional Technical College Library.
- ▶ Unsure what books you need, contact your instructor, the Campus Store, or the Library Staff for assistance.
- ▶ Dual students must present their current semester's SRTC class schedule to Library staff to pickup textbooks.
- ▶ A replacement fee will be charged for lost or damaged books. A hold will be placed on the borrower's account until fines have been paid or books returned.

# LIBRARY RESOURCES

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

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.

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

# LIBRARY RESOURCES

- ▶ Calculators
- ▶ Dry Erase boards and markers
- ▶ Microphones
- ▶ Memory card reader
- ▶ Webcam
- ▶ DVD player
- ▶ VHS player
- ▶ Overhead projector
- ▶ Slide projector
- ▶ Cassette player/recorder
- ▶ Paper cutter
- ▶ Electronic stapler
- ▶ Puzzles
- ▶ Markers
- ▶ Crayons
- ▶ Skeleton
- ▶ Human Skeleton bones
- ▶ Brain models
- ▶ Animal skeletons
- ▶ Muscular anatomy human model
- ▶ Pencil sharpener
- ▶ Scanner
- ▶ Copier

# ELECTRONIC RESOURCES

The SRTC's electronic resources are available 24/7 through the [Library's online catalog](#) and [research guides](#).

[Research guides](#) help you streamline the research process by providing curated program specific, online resources suggested by your instructors and librarians.

[Mometrix Database](#) provides online access to study guides, flashcards, practice test and resources for over 1500+ standardized tests including the TEAS test. Mometrix is accessible through GALILEO.

# **GALILEO**

## **Access GALILEO from SRTC Library's homepage**

- Automatically logs in on SRTC campuses
- Off campus, use SRTC email and password to log in

## **GALILEO INCLUDES:**

- 100+ databases
- Content indexes for magazines, newspapers, and scholarly journals
- 10,000+ full-text journal titles
- Access to millions of e-books.
- Other resources include: encyclopedias, business directories, government publications, videos, images, and more

# CIRCULATION

**GENERAL COLLECTION** books check out for 4 weeks.

- ▶ Checkout books with a photo ID
- ▶ Renew books by contacting a SRTC librarian by phone or email.

**RESERVE BOOKS** can be borrowed at the circulation desk.

- ▶ Loaned for: 1 day, 1 week, or for in library use.

**REFERENCE** books are in library use only.

**CURRENT TEXTBOOKS** are located in Library Reserves and are in library use only.

- ▶ Faculty may place a book on reserve for your class.

**TEAS and HESI study guides** are on reserve.

- ▶ Campus libraries have a limited number of study guides.
- ▶ Study guides are loaned for one week only.
- ▶ These are very popular during test times, so plan accordingly.

# **BOOK RETURNS**

**Return books to any campus library's book-drop or circulation desk.**

- ▶ Books can be returned to any of the campus libraries regardless of which campus it was checked out.
- ▶ For your convenience, the Thomasville, Tifton, and Moultrie VPC Libraries have outside book-drops.

**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.
- ▶ Holds are removed when the item(s) is returned or replacement fees paid.

# INTERLIBRARY AND INTERCAMPUS LOANS

Can't find what you need, ask your librarian. The Library has access to books and articles from around the world with the [Library's Interlibrary Loan service](#).

If the book is at another SRTC library, it can be sent to your SRTC campus or high school for convenient pickup.

The "Interlibrary-Intercampus Loan Request" form is available on the [Library's homepage](#). The request can be made by dropping form off at Library's front desk, emailing form to [library@southernregional.edu](mailto:library@southernregional.edu) or by calling the library.

# **STUDENT IDs**

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 issued at the:

- ▶ Moultrie Veterans Parkway Campus Library
- ▶ Tifton Campus Library
- ▶ Thomasville Campus Library
- ▶ Bainbridge Campus Bookstore

## **Shhh not required, but be courteous**

- ▶ To avoid disturbing others, take calls outside the Library
- ▶ Use headphones when listening to music or computer audio
- ▶ Use study areas for group study and conversations
- ▶ Be considerate of the volume of your conversations

# TO EAT OR NOT TO EAT

- ▶ Food is not allowed in the computer lab.
- ▶ Closed drinks, such as covered cups or water bottles, are allowed.
- ▶ Spills should be reported immediately to Library staff.
- ▶ Clean up after yourself and dispose of your trash properly.

# NEED HELP??

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 dog on the cover

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



# Cairo Campus

Southern Regional Technical College Cairo Library

1550 Highway 84 West

Cairo, GA 39828

[Directions](#)

Phone: 229-378-2906

Donna Mavity, Librarian

[dmavity@southernregional.edu](mailto:dmavity@southernregional.edu)

Carol Kirkland, Library Assistant

[ckirkland@southernregional.edu](mailto:ckirkland@southernregional.edu)

# **Moultrie Industrial Drive Campus**

Southern Regional Technical College Moultrie Industrial Drive Library

361 Industrial Drive

Moultrie, GA 31788

[Directions](#)

Phone: 229-891-7020

(Call Library staff to set up an appointment to use IDC Library)

Gilbert Deas, Librarian

[gdeas@southernregional.edu](mailto:gdeas@southernregional.edu)

Kemeshia King, Library Assistant

[kking@southernregional.edu](mailto:kking@southernregional.edu)

# Moultrie Veterans Parkway Campus

Southern Regional Technical College Moultrie Veterans Parkway Library

800 Veterans Parkway

Moultrie, GA 31794

[Directions](#)

Phone: 229-891-7020

Gilbert Deas, Librarian

[gdeas@southernregional.edu](mailto:gdeas@southernregional.edu)

Kemeshia King, Library Assistant

[kking@southernregional.edu](mailto:kking@southernregional.edu)

\*IDs made at this location

\*Outside book drop on campus

# Thomasville Campus

Southern Regional Technical College Thomasville Library  
15689 U S Highway 19 North  
Thomasville, GA 31792

[Directions](#)

Phone: 229-225-3958

Polly Swilley, Library Director  
[pswilley@southernregional.edu](mailto:pswilley@southernregional.edu)

Sue Stephenson, Librarian  
[jstephenson@southernregional.edu](mailto:jstephenson@southernregional.edu)

Nicole Kelley, Library  
[akelley@southernregional.edu](mailto:akelley@southernregional.edu)

\*IDs made at this location

\*Outside book drop on campus

# **Tifton Campus**

Southern Regional Technical College Tifton Library

52 Tech Drive

Tifton, GA 31794

[Directions](#)

Phone: 229-391-2623

Stephanie Coney, Librarian

[sconey@southernregional.edu](mailto:sconey@southernregional.edu)

\*IDs made at this location

\*Outside book drop on campus

# Bainbridge Campus

SRTC Bainbridge campus's Library is maintained by Abraham Baldwin Agricultural College. SRTC has a collection of program related books housed at the ABAC Library. See the campus library staff for assistance in locating materials. As a SRTC affiliate, you can check out both SRTC and ABAC materials from this location.

## Southern Regional Technical College Bainbridge Campus

ABAC-Bainbridge Library  
2500 East Shotwell Street  
Bainbridge, GA 39819

Phone: 229-243-6970

Chandra Casteel, Librarian  
[Chandra.casteel@abac.edu](mailto:Chandra.casteel@abac.edu)