

Southwest Georgia
TECHNICAL COLLEGE

Library



15689 U.S. Highway 19 North
Thomasville, GA 31792

(229) 225-3958, (229) 225-3959 Fax

Email: library@southwestgatech.edu



Grady County

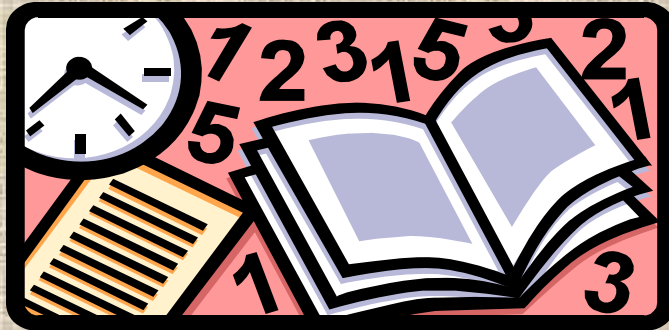


1550 Hwy. 84 West

Cairo, GA 39828

(229) 378-2901, (229) 378-2908 Fax

Email: GClibrary@southwestgatech.edu



HOURS

Southwest Georgia
TECHNICAL COLLEGE

Thomas County

Monday – Thursday: 7:45am-8:00pm

Friday: 7:45am-NOON

Breaks : Reduced hours or closed.

Grady County

Monday – Thursday: 7:45am-7:00pm*

Breaks : Reduced hours or closed.

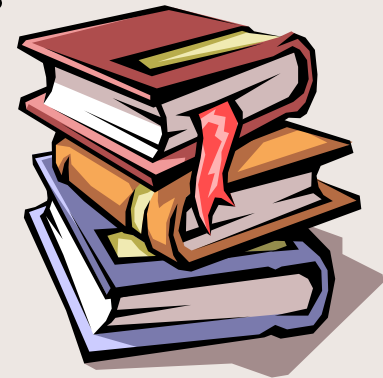
***Closes when last class ends, often later.**

PLEASE...

- **No food or drinks.**
- **Children under 16 are not permitted on campus.**
- **Please set cell phones to vibrate and use cell phone outside of the library.**

Checking out Material

- **Most items are checked out for 2 weeks and may be renewed unless reserved.**
- **Materials from our collection may be sent to a library in your area through interlibrary loan if you are unable to come to campus. Contact your local library.**



Student ID's



- **Student IDs or a valid driver's license may be used to check out materials from SWGTC Library.**
- **ID's are made for students in the Library with a copy of the current class schedule.**
- **Off-site students may call 229-225-3958 or email library@southwestgatech.edu to make arrangements for an ID.**

Returning Material

- **Items may be returned to staff at the desk or book drop near parking lot.**
- **If you received materials from your local library, you should return them there.**



Fines and Holds

- **Overdue fines for students are 10¢ per day per item.**
- **Fees may be paid with cash or check at the Library. To use a credit card, contact the Business Office at 229-225-5204 or lweaver@southwestgatech.edu .**
- **Holds will be placed on your Banner account for overdue or lost items.**

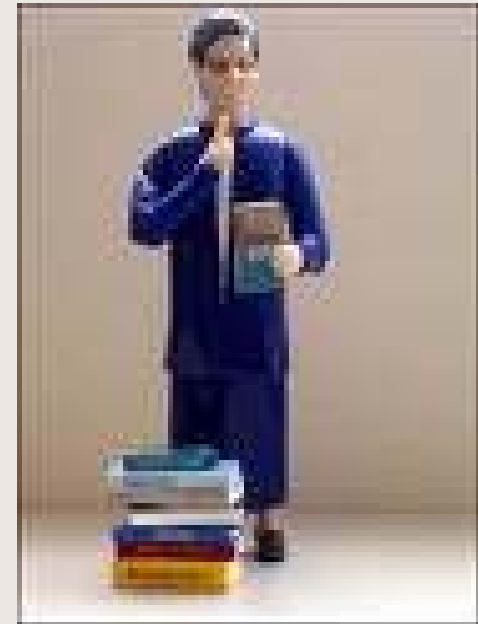




Library Staff

Contact us for assistance:

- **Gail Roberts** **Library Director**
- **Polly Swilley** **Librarian**
- **Ann Wooten** **Librarian, Grady**
- **Evelyn Kelly** **Library Assistant**
- **Pam Johnson** **Library Assistant**



Thomasville campus:

229-225-3958

Grady campus:

229-378-2901

library@southwestgatech.edu

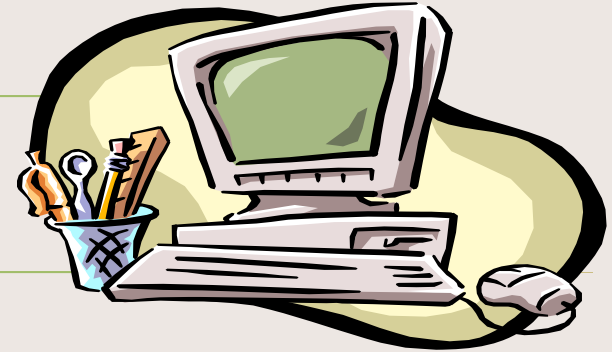
gclibrary@southwestgatech.edu

Student Copier



- Copier - 10¢ per copy.
- Uses nickels, dimes, or quarters.
- If you are not on campus, coin operated copiers may also be found in post offices, grocery stores, office supply stores, and other businesses.

Computers



- **Various subject tutorials; Internet; GALILEO; Microsoft Office; KeyboardPro; and GCIS are among the resources available on the student computers. Please remember to bring a jump drive to save your files.**

Computer Acceptable Use Policy - This policy is posted at each computer and is in the SWGTC student handbook. Computer networks at SWGTC are monitored and all links can be traced. Security systems are also in use in the library. See current SWGTC Catalog.

Printing

- **Printing is free for one copy for class assignments and job searches. Additional copies are 10¢ per page.**
- **Give printing command once. Please see a staff member if there is a printing problem.**



Reference & Reserve Items

- **Reference books are for use in the library.**
- **Reserve items are current textbooks and instructor materials that cannot leave the library. They are housed at the desk and must be checked out with ID to leave the desk.**



Newspapers, Magazines and Journals

We subscribe to many journals, magazines, and newspapers. Most of our newspapers are available online.

[Albany Herald](#)

[Atlanta Journal Constitution](#)

[Cairo Messenger](#)

[Moultrie Observer](#)

[Thomasville Times Enterprise](#)

[Tallahassee Democrat](#)

[Wall Street Journal](#)



Services & Resources

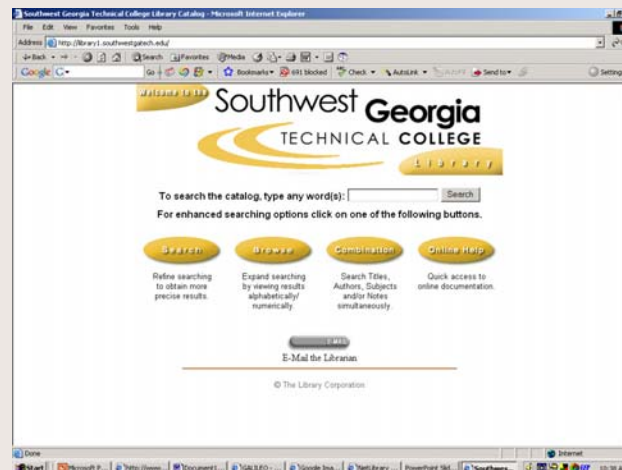
- **VHSs and DVDs can be viewed by students in the library.**
- **Videos can be checked out only by instructors.**
- **Online videos are available through Films on Demand through the Library's online catalog. Contact Library for password.**
- **Headphones can be checked out or purchased from the library staff.**

Services & Resources

- **[Click here](#) for additional tutorials that are available online.**
 - **Computer and Typing**
 - **English**
 - **Math**
 - **Program/Subject**

Library Catalog

- The online Library Catalog allows you to search for items that are in our collection by title, author, subject, and keyword.
- Electronic books are found in our online catalog and GALILEO's ebooks database.



GALILEO

Georgia Library Learning Online

- **GALILEO**: State of Georgia virtual library system providing comprehensive access to academic and research materials online including 20,000 full-text books and over 8,000 full-text journals and magazines.

GALILEO is available on and off campus. A password, which changes each semester, is required for off campus use. The current password can be obtained from your instructor or the Library.

Salem Health and Credo Reference are available through GALILEO.

Research Tips

- **Refine (narrow) your search:**
(business – 250 hits; business communication – 22 hits)
- **Expand your search:**
(computer repair – 26 hits; computers – 250+ hits)
- **DO NOT PLAGARIZE. Cite all researched information. Copyright basics from [Campus Guide to Copyright Compliance](#).**
- **Ask a Librarian for help if you do not find the information you need.**



ORIENTATION & SURVEY



Please view the SWGTC Online Library Orientation then complete the Orientation Survey and email or fax it to the library.

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