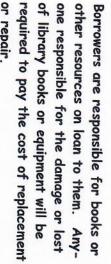
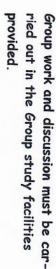
#### 9 RULES AND REGULATIONS

- work without distraction. sions to a minimum to enable others to search. Users are urged to keep discusthe purposes of academic study and re-The Library is provided exclusively for
- cell phones and deposit the bags in the Bag Storage area. study tables, study rooms or carrels. Users are asked to remove all monies and must not be taken to the bookshelves, Bags, laptop bags, handbags, files etc,
- lowed per docket. the Bag Storage and only one bag is al-Patrons are asked to collect a docket at
- mission of the Library staff. stances, and only with the special perand periodicals must not be taken from tain materials such as reference books scanned or signed out, and the date due Resources may only be removed from the label stamped by Library staff. Cer-Library after the material has been Library except in special circum-
- bags and books will be checked. materials being taken out, whether colasked to show to the security staff all lege property or not. All files, folders, When leaving the Library, users are
- the loan must first be cancelled shelve books which they are returning, Issue Desk. Borrowers must not remust be handed to Library Staff at the When returning Library materials these

- other materials from the Reference the exception of encyclopedias and This applies also to internal loans with
- required to pay the cost of replacement of library books or equipment will be one responsible for the damage or lost other resources on loan to them. Any-
- in the Library. Eating and drinking are NOT permitted
- ried out in the Group study facilities
- empowered to require users to comply All members of the Library staff are
- cancelled, and may be reported to their Library privileges suspended or sistent breach of these rules may have







Users are not allowed to rearrange the furniture in the Library.

with the above rules.

college authority for disciplinary action Anyone responsible for serious or per-

Email: library@dasgs.svgcc.vc Phone: 784-457-4503 SVGCC Library—VILLA CAMPUS



# SVGCC LIBRARY-VILLA CAMPUS



## **Information Brochure**





## MISSION STATEMENT

enhance the knowledge base and research effective manner the resources which will capabilities of our patrons. To make available in an efficient and

#### LIBRARY HOURS

times: The Library will open to users during these

Fri - 8:00 a.m. - 4:00 p.m. Mon. - Thur 8:00 a.m. -6:00 p.m.

Fri - 3:30 p.m.. cease at 5:30 p.m. Mon. — Thur, NB: All Issue Desk transactions

#### ACCOMODATION

Users may occupy the spaces provided on a carrels are designed for individual study. first-come-first-serve basis. (207) persons at a time. Study tables and accommodation for two hundred and seven The Library can offer seating



#### 3. MEMBERSHIP

- Membership is open to all Registered students of the college, as well as members of the academic and administrative staff.
- Library for reading or reference purposes may be admitted at the discretion of the Librarian. Such persons may be permitted to borrow library materials only in exceptional circumstances.
- All Library users are required to register by filling out a registration form. For students, membership lasts for the entire period of their course; and for staff, for the duration of their teaching/employment assignment.
- her ID card to make transactions at Issue Desk or any other services provided by the library. Lost or stolen cards must be reported immediately to a Library staff, and it will be subsequently replaced. Cost for ID replacement is \$17.25. ID cards are not transferable and must be used only by the persons to whom they are issued. All ID cards will be checked on entering the library.

#### 4. SERVICES

- External loans are available to registered users only. Due to the limited number of books in the collection at the present time, A' level students will borrow three books of Non-Fiction;
  BSC level 1 students, BEd, Associate degree and Diploma in Education will borrow three Non-fiction respectively.
- Internal loans are available to registered and other users, but are for Library Use Only. These include encyclopedias, subject dictionaries, directories and other indexes, newspapers, journals, magazines, other supplementary reference materials, specific pamphlets and vertical file materials.
- Other Library services presently available to users include: bag storage, book reservations, Group Study facilities, Internet access, multimedia services, spiral binding, photocopying and printing services and the online catalogue.

## 5. FINES/PENALTIES

Books and other items become overdue if they are not returned to the Library by the close of the Circulation Desk on the day on which they are due. The fine for the late return of Restricted Reference (RR) books is \$5.00 per day or part thereof and other library material is \$1.00

Borrowing privileges will be suspended until the resource (s) is (are) returned and the debt is cleared.

## 6. LOST OR DAMAGED BOOKS

- Lost or damaged Library materials on loan to a user should be reported immediately. Borrowers must pay the cost of replacing lost or seriously damaged resources.
- No attempt should be made to repair damaged items. Damage should be reported to a Library staff who will do the necessary repairs with materials especially designed for the purpose.
- THEFT, MUTILATION, FORGERY, ETC
- The willful mutilation or defacement of Library materials and equipment; the illegal removal of books or other Library materials; any attempt at forgery; and intentional misplacement of books in the Library are considered as serious offenses against the college. Any person who commits such an offense may be reported to the appropriate authority for disciplinary action.

### 8. CELL PHONE USE

Students are ask to turn off cell phone ringer or set to a non-audible signal (flashing light, vibration, etc.) upon entering the building. You are kindly ask to take calls outside the library.