

LIBRARY SERVICES

Bevill State Community College Libraries strives to provide quality resources and services to support the programs of the college and to meet the learning and information needs of student, faculty, staff and community members. Each of the four campuses and the instructional site has a library equipped with the latest technology for research. The Library collections include more than 100,000 books, periodicals, DVDs, Videos, eBooks, and other instructional materials. Specialty areas include business, literature, paralegal, nursing, and government document publications. All requests for library books and other resource materials needed for the fall semester should be turned in to librarians by May 15. (*See Appendix EE for Request for Library Purchase*)

Bevill State Community College Libraries offer a link to the Alabama Virtual Library which may be reached through the Bevill State web-page www.bscc.edu library link.

Bevill State Community College Libraries are open while classes are in session on the following schedule:

Monday – Thursday 7:30 a.m. – 8:30 p.m.

Friday 7:30 a.m. – 3:30 p.m.

Closed – Saturday and Sunday

Closed nightly during semester breaks and holiday breaks. Any changes in hours are posted on the library doors.

Additional information about the BSCC Libraries resources and services is available at the homepage at the address given above, or in person, by phone, or email. The telephone number is 1-800-648-3271 and one of the following telephone extensions:

Fayette Campus – extension 5141 Hamilton Campus – extension 5313

Jasper Campus – extension 5718 Sumiton Campus – extension 5241

Pickens County Educational Center – extension 5633

A BSCC ID card is necessary to borrow library materials. BSCC ID cards can be obtained from the Office of Student Services and the library will assign a barcode to the ID card and this will become your library card. Instructors may reserve books and/or articles for their students to use at the libraries. The library staff offers library and research instruction to any BSCC class at the request of the instructor. Instructors may request an instruction session using the online Library Instruction Session Request form (*Appendix FF*). Employees may also request the use of library equipment with the Library Equipment Request Form (*Appendix GG*).

The following instructional opportunities are available:

- Library instruction sessions offer a one hour class session to introduce students to electronic and print information resources, and how to create a search strategy to maximize the retrieval of information.

SECTION: General Information
SUBJECT: Library Services
SOURCE REFERENCE:

NUMBER: F/1.4
DATE: Fall 2002
REVISION DATE: 2003, 2008

- Library database and research tutorials provide convenient modules to learn the basic steps in choosing a research topic, selecting resources, searching the databases, and properly citing references.
- Research guides provide research tips, information on how to choose topics, avoid plagiarism, how to document resources, how to use the Internet and much more.
- Assistance with developing effective library assignments that will assist faculty in developing library assignments that will enable students to refine the skills that will benefit them throughout their educational careers, as well as in their professional and private lives.

Library services will be made available to support weekend classes as needed. The instructor may request the services by using the online *Instruction Request form* or by phone, in person, and email. The request should be made a week before the instruction is needed in order to make the necessary arrangements.