

Fall 2014

Volume 2, Issue 1

LIBRARY LINKS

Hours of Operation/ Contact Information

Waycross Library
Monday – Thursday
7:30 a.m. – 9 p.m.
(912) 287-6655

Alma Library
Monday – Thursday
8:30 a.m. – 7 p.m.
(912) 632-0442

Baxley LRC
M, T, Th: 8 a.m. – 9 p.m.
Wed: 8 a.m. – 5 p.m.
(912) 367-1712

CCGA/Camden Library
M-Th: 9 a.m. – 9 p.m.
Friday: 8 a.m. – 4 p.m.

Golden Isles Library
M-Th: 7:30 a.m. – 6:30 p.m.
Friday: 8 a.m. – 3 p.m.
(912) 280-4000 ext. 4411

Hazlehurst LRC
M, T, Th: 9 a.m. – 7:45 p.m.
Wed: 8 a.m. – 5 p.m.
(912) 379-0041

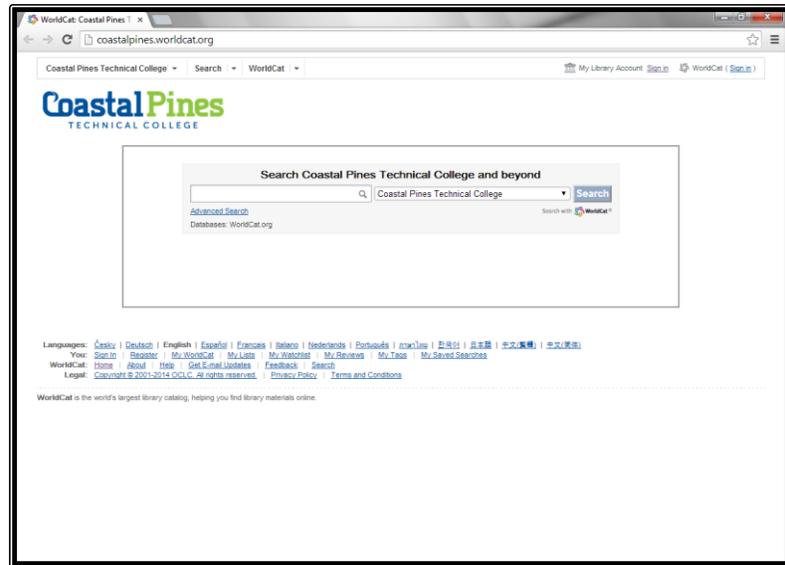
Jesup Library
Monday – Thursday
7:30 a.m. – 6:30 p.m.
(912) 427-1929

library@coastalpinetech.edu

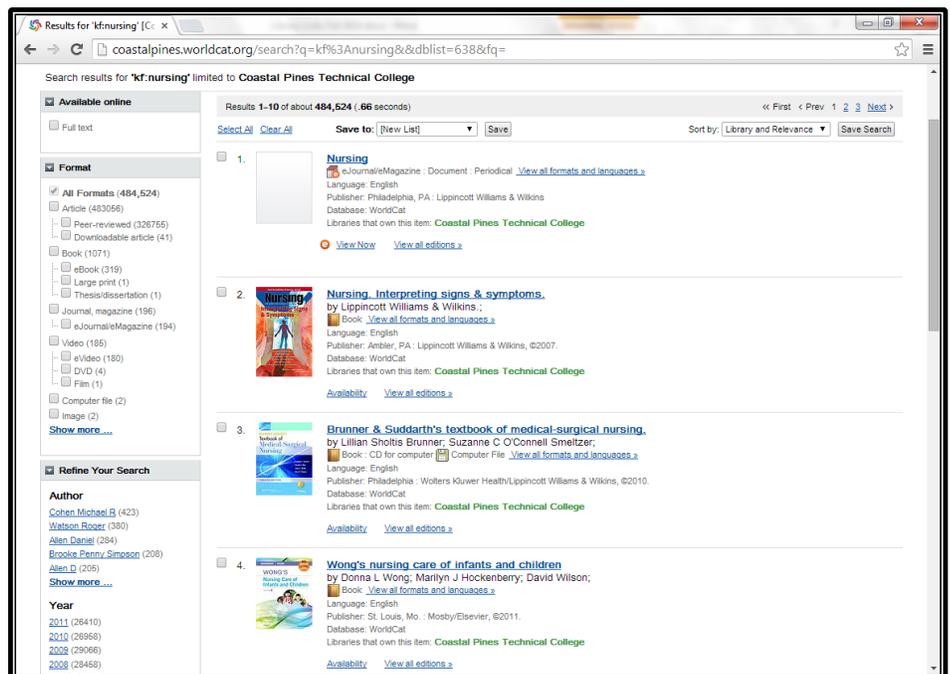
GALILEO Password:

Please check your CPTC e-mail for the Fall Semester 2014 GALILEO password or stop by the circulation desk at any Coastal Pines Technical College library or learning resource center.

WorldCat: Finding a book in the Library Catalog



The new CPTC catalog can be found at <http://coastalpinetech.worldcat.org>. The catalog will allow users to limit searches to books, articles, journals, or videos or any combination of those. The search will also generate items from many locations, but will always display items available from Coastal Pines Technical College first. Students can access the catalog anywhere with an internet connection. For help searching the catalog, contact a member of the library staff.



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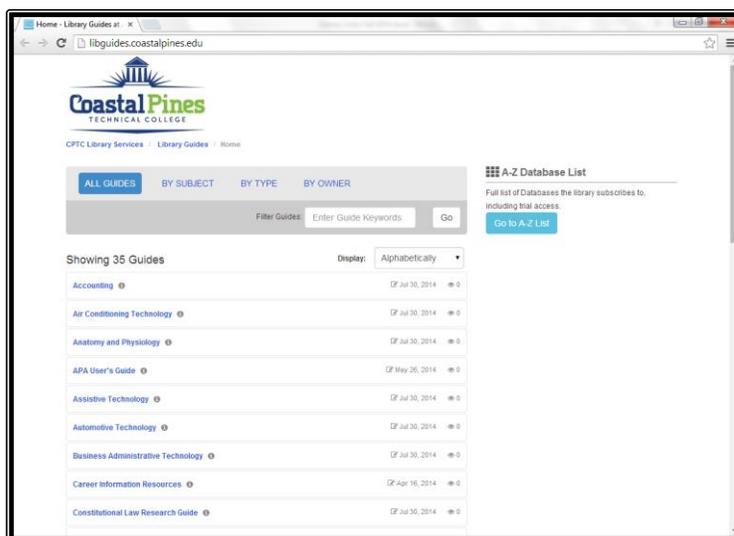
Style Guides

Need help with citations in APA and/or MLA style? Check out style guides available in the reference section of CPTC libraries and LRC's. Handouts are also available to take and use. There are a variety of reference books for your use in the library. For more information about APA or MLA style, visit the Purdue University Online Writing Lab (OWL) at <http://owl.english.purdue.edu/owl/>. Under the 'Suggested Resources' section of the main page, you can click on either MLA Guide or APA Guide and get accurate, up-to-date information about formatting and style guide sourcing.

Student Printing

Students printing in the library get their first 150 pages free each semester. These free pages will show as a \$15.00 credit on your print account. These free pages DO NOT roll over from one semester to the next, and NO refunds are given for any unused pages during a given semester. If you run out of free pages, you may deposit money into your account. Do not deposit more money in your account than you will use in a given semester. Money does not roll over from one semester to the next. If you have never deposited money into your account or if you have questions, please see a member of the library staff.

LibGuides – quick and easy reference



LibGuides, or Library Guides, are user-friendly tools with each one focusing on a specific topic. Many of the courses available through CPTC have a LibGuide, and there are also LibGuides on APA and MLA format and information on hours, location, and staff. LibGuides can be found at <http://libguides.coastalpin.es.edu> or you can go to the Coastal Pines home page at <http://www.coastalpin.es.edu>, then click the link to Services, then Library Services. On the Library Services page you'll find a link to LibGuides.

Circulation Procedures

Students must present a valid student ID card to borrow circulation materials.

- The loan period for circulating books is 14 days.
- The loan period for circulating audiovisual items is 3 days.
- Library patrons may borrow up to 5 books at one time.
- Library patrons may renew books on loan from the library twice.
- Library patrons must renew books in person.
- Library patrons may not renew books with a hold or recall request.

Failure to return checked out materials will result in the patron's student record being placed on hold, preventing subsequent registration or transcript release until the materials are returned to the library or the appropriate fines are paid. Materials not returned within 30 days after the hold has been placed will be assumed to be lost. The patron's record will remain on hold and a charge for the cost of the material will be assessed. Before the hold can be removed from the patron's student record, the cost of the material must be paid in full at the cashier's office.