This is Success.

SSC LIBRARY ORIENTATION GUIDE

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LIBRARIANS

Sangeeta Kumar
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LIBRARY STAFF

Beverly Donahue
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LIBRARY HOURS:

MONDAY-THURSDAY 8:00AM - 9:00PM

FRIDAY 8:00AM - 4:00PM

Closed Saturday & Sunday

CIRCULATION

TEXTBOOKS: White Label - Seven Day Loan
Green Label - Library Use Only

CIRCULATING BOOKS: Books can be checked out for **4** weeks with
3 Renewals *(check out & renewals can vary by I-Share Library)*

LATE FEES: Textbooks (New)…………….....$ 3.00/Day
Textbooks (Old)……………...$ 1.00/Day
Books……………………….. $ .10/Day
Magazines ………………….....$ .10/Day
Graphic Calculators………… $ 5.00/Day
Scientific Calculators………...$ .50/Day

Rules in the Library

No food or cell phone usage allowed in the Library / Drinks with lids OK

Please be courteous and respectful to those working around you. Use quiet "***Library Voices***."

There is a *quiet* study area on the 2nd floor.

Resources in the Library

Book Scan Work Stations

Charging Stations

Copy Machines

The following transactions & services require your **South Suburban College Library Card** *or one from a* **CARLI Member Library:**

Checking out materials

Inter-library loan

Reserving Quiet Study Rooms

Using Headphones

Checking out Textbooks

Photocopying

Patrons can purchase a print card in the library for all their printing needs. The cost of a new card is $1.00. When you receive a new card from the machine, $.50 is on the card for printing because you are charged for the plastic. The card is reloadable.

Copy machine copies are $.10 per page and computer printing is $.07 per page.

Printing Instructions

1. After typing up paper
2. Select Print
3. The Pharos pop up appears
4. Type in your first and last initial: jw or JW (no space)
5. The Pharos pop up screen appears
6. Confirm print cost or "Cancel" if you don't wish to print
7. Walk to release station
8. Insert Card into card reader
9. Enter the same as above, **example**: jw or JW (no space)
10. Click logon
11. Select your job to print
12. Click print
13. Click log off at bottom of screen, card will pop out

Note* All unprinted documents are purged automatically after two hours!