



Clarkesville Library FAQs

1. What are the hours?

Monday-Thursday 7:30 am - 8:00 pm

Online 24/7: www.northgatech.edu/library

A book drop is located outside the Carlton Center doors to return library materials at your convenience.

2. Where is it? In the Carlton Center (upstairs from the Student Center).

3. Do you have computers? Yes—we have 27 PCs that run Office 2013 (Windows 10). Three (3) computers have KPDO Keyboarding software available; 5 computers have Flowgorithm software and one (1) is setup at a disability adaptable desk. We also offer wireless internet access.

4. What about printing?

Sure! Black & white laser prints. Limit ten (10) free pages per student per day. Additional prints are 5¢ per page. Color copies are available in the Clegg Building Reception area for a fee (see Julie Graves).

5. Can I make copies? Copies are 10¢ per page. See library staff to have copies made.

6. Is there a time limit on the computers?

Nope. However—if all machines are being used—and one of your fellow students is waiting—and you're just goofing around—well, we're sure you'll do the right thing.

7. What can I borrow from the library free of charge?

Cool concept, isn't it?

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| • Books | Bestsellers, local interest titles, and instructors' picks |
| • CDs | Audiobooks, language instruction, and classical music |
| • DVDs | New releases, award-winners, and educational titles |
| • Magazines | From <i>American Photography</i> to <i>Vogue</i> |
| • eReaders | Nooks, Kindles and Kindle Fire preloaded with bestsellers and classics |
| • iPads (<i>In-house only</i>) | Surf the web, preview books, music, and movies from iTunes |
| • Video recorders | 1 & 2 hour recording times. We sell blank DVDs for 50¢ each. |
| • Headphones | In-house only. |

8. What's the fine print?

- 10-item limit per person (including max 3 DVDs and 1 e-Reader)
- Must have your student ID to register for checking out materials
- Books, Kindles, Nook—2 week checkout period
- Video Recorders, CDs, DVDs, and magazines—1 week checkout period
- iPads & Headphones —In-library use only, 2-hour checkout period

9. How do I know what you have?

Take a look at our online catalog: www.northgatech.edu/library where you will find all of the library's books, magazines, multi-media, and electronic books.

10. What if I'm late returning my stuff?

No late fees—except for the electronic devices, which will cost you \$10 per day they are late. They're expensive! We'll email you at your student email account with a friendly reminder the day before your items are due. But, if that doesn't work, we'll slap a hold on your account which will totally mess up your registration/graduation.

11. What if something I want is checked out? Argh!

Let us know and we'll contact you when it comes in!

12. What do the library's online resources have that the Internet doesn't?

Up-to-date, reliable sources including stuff you can't find for free on the Internet: electronic books, magazine, journal, and newspaper articles. No junk, spam, or viruses! Ask library staff for the off-campus password good for the current semester. Database passwords can also be found on the library's webpage.

- GALILEO databases (Find articles & ebooks)
- 60K e-books –Gale Virtual Reference, CREDO Reference, & eBooks on EBSCOhost
- Films on Demand
- Anatomy TV
- Learning Express

13. I need help with a research assignment!

We're here for you. We can help you find resources—we can borrow books from the Blairsville and Currahee campuses—and beyond if you give us enough lead time—and show you how to format your paper and citations. The Writing & Citing subject guide on the library's website is a great resource, too.

14. What if I just need a place to hang out between classes?

Come in and make yourself at home!

15. Speaking of peace and quiet—what about my mobile device?

Turn it off or put it on vibrate. Your fellow library users will thank you. And you won't have to do the walk/run of shame to the lobby. Don't make us shush you!

16. Charging Station – Cell Phone Dead: iPhone and Android charging available.

Check at circulation desk and provide your ID with your phone.

17. Studying is thirsty work. Can I bring my coffee/Monster/Vitamin Water/Coca-Cola?

Sure you can! We even sell coffee, a variety of teas, cocoa and cider for just **\$1.00** per cup! See circulation desk for cup, etc.. We just ask that you put the lid back on between sips. And if you'll help us keep our furniture looking new, we'd appreciate that, too.

18. Are you open during semester breaks?

Yes. We offer an abbreviated schedule and post it during the last week of each term... to be safe, please check the library website or call for hours before you stop by.

19. How can I contact the library staff? 706-754-7720/7841

Library Director, Jamey Wilkes.....jwilkes@northgatech.edu

Library Assistant, Lynn Ward.....lward@northgatech.edu

Library Assistant, Hayley Major.....hmajor@northgatech.edu

Library Assistant, Caitlyn Hipps.....chipps@northgatech.edu