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Selection and Ordering of Learning Materials
Faculty members are encouraged to participate in the selection of instructional materials (books, magazines, videos, CD-ROMs, etc) for the library collection. Materials may be requested by completing library order cards or by bringing a publisher's brochure or catalog to the Library Director. Needs should be anticipated well in advance, as sufficient time must be allowed for the acquisition and cataloging of new materials. Normally this takes at least several weeks. When new books and other materials are ready for use, instructors will be notified.

Loan Periods
Students, faculty, staff, and community users:
Books 14 days
Periodicals 7 days
Reserve Materials Closed/Overnight/3-day/7-day
Audiovisuals (Faculty only) 60 days
Interlibrary Loans 14 days

Faculty and staff members are held financially responsible for lost and damaged materials and equipment, just as students and community borrowers are.

Library materials, facilities, and services are available to students, faculty, staff, and community users. Anyone is welcome to use Reference resources within the Library and can borrow other materials by first completing an application for a library card. Institutional needs are given priority consideration.

Hours Open:
Monday - Thursday: 8:00 am - 9:00 pm
Friday: 8:00 am - 5:00 pm
Saturday: 9:00 am - 2:00 pm

Bibliographic Instruction
Instruction in the use of the online catalog, reference books, online databases, specialized dictionaries, periodicals,
indexes, microfilm readers, and audiovisuals is available from the Library staff upon request. Advance notice of class visits to the library is appreciated to ensure adequate staff is available. Orientation sessions and/or specialized instruction for particular classes can be scheduled by contacting a librarian at ext. 268 or 269.

**Faculty Book Loans**
Faculty members may keep books checked out as long as necessary. Notices will be sent periodically as reminders. If more time is needed, please notify Library staff and we will see that your materials are renewed. Faculty and staff are **not** charged overdue fines. Books are subject to recall after the initial loan period if another user has requested them.

**Professional Materials**
Integrated with the general collection are various resource books geared particularly for instructors' professional enrichment and course development. These books are indexed in our online library catalog, WebCat, on the Library website (www.southwesterncc.edu/library).

**Reserves**
Faculty members may request to place books and other instructional materials on the Reserve shelves for student use. Before making assignments based on those materials, one day should be allowed for library staff to record and shelve them. Reserves are shelved by surname of the faculty member.

**Exhibit Facilities**
Glass display cases in the entryway are available for use by students and faculty members for displaying class projects or individual collections.

**Bibliographies**
The librarians will gladly assist faculty in preparing bibliographies for special projects.

**Conference Room**
The Library conference room is available for small group meetings. Capacity seating is 12. Please call or speak to library staff to schedule use of this facility. It is scheduled on a first-come, first-served basis.