

Asa H. Gordon Library
Savannah State University

LIBRARY QUICK GUIDE FOR FACULTY
Fall 2016

http://library.savannahstate.edu/faculty_services/Faculty%20Quick%20Guide.pdf



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GREETINGS FROM THE DEAN

Welcome to the Savannah State University Library and the University Special Collections Department. The primary objective of the Library and Special Collection is to implement, enrich, and support the educational programs of Savannah State University.

The library's holdings include a diverse collection of print, non-print, and computer resources for all to use. Additional resources are made available to our users as a result of our linkage to the University System of Georgia. Throughout our history as a USG library, the Gordon Library has collaborated with other USG libraries to share resources. This collaboration has supplemented our collection through interlibrary loan and GALILEO, an initiative of the Board of Regents of the University System of Georgia, which provides access to a web-based virtual library. Since January 2002, SSU students have had access to an integrated, web-based online union catalog of all the book collections of the University System (over six million volumes - 60% of the titles are unique), a circulation system with self-service options, fund accounting, cataloging, and check-in and control functions.

Library faculty members provide instruction to equip our students with the skills to utilize these online resources and standard reference tools to complete assignments and prepare for lifelong learning.

Students are encouraged to use these resources to explore classroom subjects, expand their imagination, and delve into areas of personal interest. Faculty members are encouraged to use these resources to assist them in their research and to enrich their teaching with books, audio-visual materials, and computer resources.

We hope that our students will realize a creative and productive future because of the library collections we build, the access we provide and the technologies made available in the SSU Library.

Mary Jo Fayoyin
Dean, Library Services

LIBRARY FACULTY AND STAFF

Faculty

Name	Title/ Responsibility Liaison Area	Phone (912-358-)	E-Mail (@savannahstate.edu)	Office # (Gordon Library)
Valarie Anthony	Instructor, Systems/ Electronic Resources COBA	4328	anthonyv	113
Ivy Brannen	Instructor, Circulation/ Administrative Services SOTE	4317	branneni	105
Sarah Caudle	Instructor, Serials Social Work	4319	caudles	119
Adam Cottle	Instructor, Technical Services Pol. Science/Public Admin., Student Affairs & Athletics	4322	cottlea	115
Mary Jo Fayoyin	Dean	4329	fayoyinm	121
Autumn Johnson	Instructor, Information Literacy Social & Behavioral Sciences/First Year Experience	4331	johnsona	204B
Nikki Rech	Instructor, Outreach Services COST	4332	rechn	109
Louise Wyche	Instructor, Head of Reference English, Languages, & Cultures; Fine Arts, Humanities, & Wellness; Journalism & Mass Communications	4323	wychel	112

Staff

Name	Title/ Responsibility	Phone (912-358-)	E-Mail (@savannahstate.edu)	Office # (Gordon Library)
Yen Chu	Library Assistant II Cataloging	4327	chuy	114
LaTasha Denard	Senior Administrative Secretary	4330	denardl	122
Jo Fortner	Library Assistant II Acquisitions	4326	fortnerj	113B

Staff Continued

Name	Title/ Responsibility	Phone (912-358-)	E-Mail (@savannahstate.edu)	Office # (Gordon Library)
Margaret Hunter	Administrative Assistant, Finance	4325	ilugbom	110C
Rebecca McKinney	Library Assistant II Serials	4320	mckinneyr	110
Pamela Miller	Technician Computer Support	4318	millerp	208
Barbara Mitchell	Library Assistant II Circulation	4311	mitchellb	105
Ann Ogden	Administrative Assistant Special Collections	4333	ogdena	202
Fang Tong	Library Assistant II Interlibrary Loan	4339	tongf	113
Christina Tatum	Library Assistant II	4312	tatumc	105

LIBRARY HOURS

Fall and Spring Semester Hours

Monday through Thursday	7:30am-10:00pm
Friday	7:30 am-6:00pm
Saturday	10:00 am-5:00 pm
Sunday	2:00pm-10:00pm

Please view the library's webpage for holiday and summer hours

BORROWING LIBRARY MATERIALS

For information on borrowing library materials and user accounts contact Ivy Brannen, Circulation & Administrative Services Librarian, branneni@savannahstate.edu or 912 358-4317.

SSU Students, Faculty, or Staff wishing to borrow library materials must present a valid SSU campus ID or an official picture (e.g. driver's license, military ID, or passport) at the Circulation Service Desk on the first floor of the Asa H. Gordon Library.

All services at the Circulation Desk (including periodicals and reserves) end 15 minutes before the library closes. All materials should be charged out 30 minutes before closing.

Library Accounts

Although students are automatically entered into the library system via PAWS, faculty and staff must have their library accounts created. To have your library account created please fill out the [Faculty/Staff Library Account Registration Form](#) which can be found at the library's homepage under "Forms".

Your account information will show materials charged, book renewals, fines and fees, and requests pending. Library materials can also be renewed from your account. You must exercise the renew option at least one day before books are due; otherwise, the option is not available.

The library does not charge a daily fine for overdue books. All books more than 56 days, and AV items more than 30 days overdue are considered “**LOST**” by the library’s system. The replacement costs for “**LOST**” items and a non-refundable \$15.00 processing fee will be charged. Faculty and staff have 2 renewals for books and 1 renewal for AV items. Materials may be renewed using the GIL “Account Access” link on the library’s homepage.

All SSU faculty, staff, and students have library accounts that may be accessed as follows:

- At the [Library’s homepage](#) click on “Account Access”; if starting at the [University’s homepage](#) select “ACADEMICS” click on “Library” and then click on “Account Access”
- The first time you access your account, you will need to get your PIN number. Enter your Barcode or Institution ID, and Last Name, and then click “Get My PIN” to have it emailed to you.
- Once you have your pin, enter your Institution ID number, your PIN number and your last name -- click “logon” to access your library account. Check at the circulation desk or call 912-358-4324 if you need help.
- Access your account to:
 - Check for fines
 - Renew materials online
 - Review your library account
 - Get the GALILEO password (faculty, staff, students) GALILEO password is needed to access the databases and access electronic course reserves when you are not on campus

Circulation of Library Materials

A variety of resources are available to users of the library. They include:

- Both hard copies and electronic copies of books
- Hard copies of journals and periodicals
- Electronic copies of journal and periodical articles
- Videos, DVDS, CDS, and Audio Tapes

Hard copies -- Books

Faculty and administration - unlimited items

Staff - 50 items

Undergraduate students and Graduate students - 30 items

Books circulate for 28 days and may be renewed 2 times. All patrons are encouraged to renew materials before they become 1 day overdue. Materials may be renewed on-line.

E-Books (electronic books) are available in the library catalog. E-books can be viewed or checked out, just like a print book. Some titles are limited to one user at a time and as with a print book, the e-book is unavailable to other users when another user is viewing or has checked out the e-book. Some other titles allow simultaneous or multiple users meaning more than one user may view the book at the same time.

Media Software (i.e. DVD, VHS, etc.) 7 items can be charged out at a time and media circulate for 7 days to Faculty and Staff, with one 7-day renewal and 7 days to students without renewals. Periodicals and reference materials must be used in the library.

Fines and Fees

There are no daily fines for overdue books; however, lost items must be paid for by all borrowers, including faculty, staff and students. In addition to the replacement cost of the lost materials, a \$15.00 processing fee (per item) is also charged. The replacement cost for lost materials, along with the processing fee is nonrefundable.

TECHNICAL SERVICES

For assistance with technical services issues including collection development—adding and deleting materials -- ordering library materials and course reserves contact Adam Cottle, Technical Services Librarian.

An ongoing objective of this department is to create cohesive, current, and balanced circulating, reference, and course reserves collections by adding new and deleting irrelevant resources.

Requesting Purchase of New Library Materials

Each academic area is allotted funds from the library's budget for Collection Development. Faculty are encouraged to take an active role in the acquisition of library materials for their discipline using these funds. Faculty members may complete the [Materials Request Form](#) to suggest materials to be added to the collection. Please consult with your library liaisons if you have questions. The library also accept donations of materials that are relevant to the collection. Please complete the [Library Gifts Form](#) when donating materials to the library.

Library Liaison	Liaison Area
Valarie Anthony 912-358-4328; anthonyv@savannahstate.edu	Liaison to College of Business Administration (COBA)
Ivy Brannen 912-358-4317; branneni@savannahstate.edu	Liaison to School of Teacher Education (SOTE)
Sarah Caudle 912-358-4319; caudles@savannahstate.edu	Liaison to Social Work
Adam Cottle 912-358-4322; cottlea@savannahstate.edu	Liaison to Public Administration & Public Affairs; Student Affairs; Athletics
Autumn Johnson 912-358-433; johnsona@savannahstate.edu	Liaison to Social & Behavioral Sciences; First Year Experience (FYE)
Nikki Rech 912-358-4332; rechn@savannahstate.edu	Liaison to College of Sciences & Technology (COST)
Louise Wyche 912-358-4323; wychel@savannahstate.edu	Liaison to English, Languages, & Cultures; Fine Arts, Humanities, & Wellness; Journalism & Mass Communications

Faculty Course Reserves

The [Course Reserves Form](#) is available at the library's website under "Forms".

Books and articles selected by faculty members from the library or from their personal collections can be placed on reserve. Reserved Books are available for use at the Circulation Desk, and can be found by searching the library's catalog by:

- Instructor's name
- Course ID or
- Course title

Although hard copies of reserve materials must be retrieved from the library's Circulation Desk, the library offers electronic retrieval of reserve journal articles and book chapters. Students will be able to read and/or print from the library by selecting "[Courses Reserves](#)" link found under "Catalog Search" on the library's webpage. Students must present a valid SSU ID or state issued ID when requesting hard copies of reserve items. The loan period for hard copies of reserve items is two hours and the materials must be used in the library.

What Can Be Reserved

Faculty may request that items be placed on reserve by using the course reserves form. All material will be placed on reserve for one semester. The following items can be placed on reserve:

- Library materials from the library's collection.
- Personal copies of books, journal and newspaper articles, and audiovisual materials.

The library is not responsible for damage to personal materials placed on Reserve.

The following materials may not be placed on Reserve:

- Entire issues of a periodical due to copyright restrictions
- Interlibrary Loan books due to copyright restrictions.
- Notes, class examinations, and memoranda to students. These resources should be added to D2L.

All reserve materials are subject to copyright and fair use laws. While the library follows all copyright policies as defined by Copyright Law, it is the responsibility of the faculty member to determine if "fair use" is being observed when putting materials on reserve. Please review the [University System of Georgia Copyright Policy](#).

Due to the Copyright Law reserve materials must be taken down at the end of the semester. A new request must be submitted each semester.

Access to electronic reserve materials is limited to authorized Savannah State University users only. In order to allow only authorized users to access this copyrighted material, electronic reserves are password encoded. ***Faculty will need to provide a new password for students to access all e-reserves for their courses per semester.***

All files for posting as electronic reserves should be submitted in one of the following formats.

- RTF - Rich Text Format
- Adobe Acrobat PDF files
- Microsoft Word
- Clean first generation photocopies

Please follow these guidelines when submitting a photocopy that will need to be scanned:

- Clean, first generation copies of material in the best obtainable condition - dark areas on photocopies may not be readable when scanned.
- Maximum 20 pages; if documents exceed 20 pages they may be broken down into smaller segments.
- 8 1/2 x 11 paper with at least 1/2 inch margin on all four sides
- Single-sided copy only

- No holes
- No staples
- Electronic Reserve documents for Savannah State University are made available as Adobe PDF (portable document format) files. Access to these PDF documents is through a web browser.
- Reading the files online or printing a copy of the scanned document requires the installation of the Adobe Acrobat Reader plug-in on your computer. Be aware that scanned documents can create large files which may cause downloading and printing problems for your students.

Every effort will be made to process documents needing to be scanned and placed on reserve within 24 hours.

GIL EXPRESS AND INTERLIBRARY LOAN

For questions about GIL Express and Interlibrary Loan contact Sarah Caudle, Serials Librarian; caudles@savannahstate.edu; 912 358-4319.

Interlibrary loan and GIL Express are services through which a user can obtain materials (books, theses, journal articles), which are not owned by the Savannah State University Library. In order to utilize GIL Express or interlibrary loan services, faculty and staff must be currently employed and students must be enrolled for the current semester.

GIL Express provides books from university system libraries and Interlibrary Loan provides books from non-university system libraries and journal articles from university and non-university system libraries. GIL Express is available to all eligible patrons through both an on-site (walk up) requesting service and the electronic requesting service.

Fees, Lost Books, and Overdue Notices (GIL Express and Interlibrary Loan)

Any fees that are assessed by the lending library will be paid by the Savannah State University patron who is making the request. The patron will be asked if he or she is willing to pay for the material. If the patron is willing to pay, the Interlibrary Loan Department will send for the material. If the patron does not want to pay for the material, the request will be cancelled.

If the patron loses the material, the Interlibrary Loan Department will contact the lending library to determine the cost of the material (i.e. the cost of the book and any processing fees). This cost will be paid by the patron, with borrowing privileges suspended until payment has been made.

For detailed information on GIL Express and Interlibrary Loan see the [Interlibrary Loan \(ILL\) Services: Interlibrary Loan Services Overview](#) libguide or contact Sarah Caudle, Serials Librarian.

ONLINE LIBRARY CATALOGS

For assistance with searching the online catalogs contact Louise Wyche, Head of Reference, wychel@savannahstate.edu or 912 358-4323.

A list of books, videos, and other library material can be accessed from any computer using the [GIL-Find Catalog](#), the [Classic Catalog](#), or the [Universal Catalog](#). Access to each of the catalogs is available from the [library's webpage](#).

The GIL-Find Catalog

- provides keyword and phrase searching and broadens searches to include variations on the term entered
- has searching that is more inclusive, allowing for exploration and discovery of library resources with the ability to narrow large result lists by topic, call number area, format, author, language, and location

- new records are added each night
- offers options to:
 - *login to mark favorites and add comments and tagging to records*
 - *set up RSS feeds to receive updates to important searches*
 - *text call number and location information to a cell phone*
 - *links to Amazon reviews, Google Books previews, etc.*

Classic GIL's interface

- provides basic keyword and phrase searching, plus the option to search for titles that begin with a specific word or phrase
- allows for browsing a sequenced list of subject headings, authors, or call numbers from a specific starting point
- new records are added immediately
- handles a broad range of Unicode and special character functions including the ability to search by Chinese and other character sets

Both catalogs are web-based catalogs, which gives library users electronic access to the SSU library materials catalog. Using GIL, library patrons can:

- Find and read eBooks
- Renew materials remotely
- Check course reserves
- View record for charged materials
- Access the GALILEO password using a patron validated ID number

ACADEMIC RESEARCH AND DATABASES

For assistance with academic research contact Louise Wyche, Head of Reference, wychel@savannahstate.edu or 912 358-4323.

Reference/ Research help is provided by a team of professional librarians to ensure maximum access to resources by guiding users, at the point of need, in the effective identification, navigation, evaluation and interpretation of information resources. Faculty and students also have access to a number of databases including the premier database, [GALILEO](#). GALILEO, a project funded by the Board of Regents of the University System of Georgia, is a World Wide Web database, which offers access to over 200 databases, indexing thousands of periodicals and scholarly journals. Over 2,000 of these journal titles are provided in full text. Other resources include encyclopedias, business directories, and government publications. GALILEO has both public and licensed databases. Access to the public databases is available to any user, but access to the licensed databases is limited to on campus use through authentication by machine IP, and off-campus use by password. Library Patrons may access their library account to receive the GALILEO password. Some of the popular databases available to SSU faculty, staff, and students are:

[African American Newspapers: The 19th Century](#)

[American Slavery: A Composite Autobiography](#)

[CREDO Reference](#)

[Civil Rights Digital Library](#)

[Films on Demand](#)

[JSTOR](#)

[MEDLINE with Full Text](#)

[Oxford African American Studies Center](#)

[Scifinder Scholar \(Chemical Abstracts\)](#)

SYSTEMS AND DATABASES

For assistance with the various library systems or databases contact Valarie Anthony, Systems/Electronic Resources Librarian, anthonyv@savannahstate.edu or 912 358-4328.

The mission of the Systems and Database department is to provide support for and management of the many areas of technology in the library. The systems department is responsible for designing the library web site, maintaining existing databases, and providing support for systems used in library operations. The systems staff also provides hardware and software support for computer users throughout the library.

SPECIAL COLLECTIONS AND ART GALLERY

Special Collections

For information on using Special Collections or contributing to the [Tiger Scholar Commons](#), contact Autumn Johnson, Information Literacy Coordinator, at johnsona@savannahstate.edu or 912-358-4331.

The Special Collections has been established to collect, organize, describe, preserve, and make available University materials of permanent institutional and historical value.

Access to archival materials and research assistance is available in-person or by email, phone, or fax during operational hours.

In order to keep secure and preserve the materials collected in the Special Collections, all researchers, including administrators, faculty, staff, students, and alumni are asked to observe the policies and procedures:

- Materials in Special Collections do not circulate.
- All materials are used only in the reference room.
- All visitors must sign-in at the reference desk.

In order to protect the materials from damage, all reproduction services are performed by the Special Collections staff. Reproduction requests may be denied if the item is too fragile, if it cannot be duplicated with available equipment, or if the size of the request will place an unreasonable strain on available staff resources. Special Collections reserves the right to set limits on the amount of copying it will undertake.

Tiger Scholar Commons

The [Tiger Scholar Commons](#), in partnership with the Georgia Knowledge Repository, is a digital archive that includes the academic and intellectual works of Savannah State's faculty, staff and students. Its purpose is to highlight scholarship, facilitate the exchange of research across disciplines, and increase the university's visibility, status, and public value on a global level. Faculty members are encouraged to contribute to the Tiger Scholar Commons. Master thesis and other intellectual works of Savannah State's students can be submitted to the Tiger Scholar Commons with the approval of a faculty sponsor. For information on becoming a contributor to the repository please review guidelines at the [Tiger Scholar Commons libguide](#).

Art Gallery

The mission of the Art Gallery of the Asa H. Gordon Library is to foster cultural and intellectual development by providing an enhanced learning experience through exhibits, lectures, presentations, and academic discussions.

The Art Gallery houses two permanent collections. The Annina Nosei Collection contains contemporary works of art by various artists and the Tom and Carol Mott Collection contains an array of African art work.

Art Gallery and Special Collections Hours

Fall and Spring Semester Hours	
Monday – Thursday	8:00 AM – 12:00 PM; 1:00 PM -4:00 PM
Friday	By appointment
Saturday—Sunday	Closed

Please view the library's webpage for holiday and summer hours.

LIBRARY SUPPORT FOR DISTANCE EDUCATION

Off campus students, including e-Learning or Distance Education students, students taking hybrid classes, students taking classes at the Coastal Georgia Center, or at any other location have full access to all of Savannah State University Library's resources and services. These resources include the library's databases, the library's journals, and the library's eBook collection. To take advantage of these resources, students simply need to log into his or her library account to retrieve the GALILEO password. This password is used for all online resources and is changed each semester. Online students can also request materials through interlibrary loan as well as borrow books from any University System of Georgia school using GIL Express. Interlibrary loan and GIL Express are services through which a user can obtain materials (books, theses, journal articles), which are not owned by the Savannah State University Library. In order to utilize GIL Express or interlibrary loan services, faculty and staff must be currently employed and students must be enrolled for the current semester. Interlibrary Loan provides books from non-university system libraries and journal articles from university and non-university system libraries. GIL Express provides books from university system libraries and is available to all eligible patrons through either on-site (walk up) requesting service or the electronic requesting service.

GIL Express provides books from university system libraries and Interlibrary Loan provides books from non-university system libraries and journal articles from university and non-university system libraries. GIL Express is available to all eligible patrons through both an on-site (walk up) requesting service and the electronic requesting service.

Both on campus and off campus students include instruction have access to the same information which is covered in face-to-face instruction sessions through online tutorials that cover rudimentary parts of the research process. Research Guides are provided to help students conduct searches in various subject areas and with questions on correct citation format and plagiarism. Tutorials and research guides can be found on the library's webpage under "Research and Resources".

Reference service is available through "Chat Reference" which is available during the library's hours of operation. Chat Reference goes directly to a reference librarian. Library users can also send a text message to the reference desk at (912) 226-2479. Librarians can also be contacted via email or telephone during regular business hours.

Library instruction for online classes can be requested by the instructor in a variety of ways. Library liaisons can be embedded in online courses. Librarians are available to visit off-campus sites to conduct library instruction. Synchronous library instruction can also be conducted using SKYPE or other technology tools.

INFORMATION LITERACY (Library Instruction)

For information on instruction contact your library liaison or Autumn Johnson, Information Literacy Coordinator, johnsona@savannahstate.edu or 912-358-4331.

The mission of the Information Literacy Program is to help students master information skills that will enrich their academic and personal lives and enable them to become independent lifelong learners. These skills contribute to the ability to think critically and they are vital life-skills for all individuals in our society, forming the basis for lifelong learning.

According to the [AACU Information Literacy Value Rubric](#), adopted by Savannah State University, an information literate individual is able to:

- *Determine* the extent of information needed
- *Access* the needed information effectively and efficiently
- *Evaluate* information and its sources critically
- *Incorporate* selected information into one's knowledge base
- *Use* information effectively to accomplish a specific purpose
- *Understand* the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

In addition, the information literacy program adheres to the newly adopted [ACRL Framework for Information Literacy for Higher Education](#).

For many students, the research process is straight forward, beginning with choosing a topic and ending with citing sources. For others, the process is not so simple. It is the intent of the librarians to provide a general seven-step research process in an instructional module to orient students and aid in their research skills. Faculty are encouraged to work with librarians to determine appropriate library instruction outcomes.

Library Instruction Format

Library instruction sessions usually take one to two class periods, however, it is not unusual for librarians to provide instruction several times throughout the semester. It depends on the topics covered, course year, and information literacy skill. Librarians work with faculty to determine the optimal amount of time needed.

Asa H. Gordon Library offers a number of options for faculty who wish to integrate information literacy instruction into their courses including: General Research Classes

- Subject-specific classes
- Asynchronous Workshops
- Web-based Tools (Tutorials, LibGuides, streaming video, etc.)

In addition to teaching group instruction sessions, librarians are available to meet with students and faculty for one-on-one research consultations.

Scheduling Instruction

Library instruction classes are offered throughout the year and are scheduled during established class times. Faculty must complete the [Library Instruction Form](#) and submit it to the appropriate subject liaison either in-person or electronically.

Instruction should be scheduled with the subject liaison at least two weeks in advance in coordination with the faculty and the subject liaison's schedule. Faculty are expected to accompany their class for the entire session.

Classes are conducted in Library Classrooms (Library 204, 206, 207), located on the second floor of the Asa H. Gordon Library. Additionally, classes and workshops can be conducted on-site when appropriate.

OUTREACH SERVICES

For information on Outreach Services contact Nikki Rech, Outreach Services; 912-358-4332; rechn@savannahstate.edu

The mission of Outreach Services at Asa H. Gordon Library is to cultivate library awareness within the college community. Outreach Services sponsors a diverse array of academic and nonacademic programs, which serve the Savannah State University community. The Library welcomes opportunities to partner and cosponsor activities/programs alongside faculty, staff, and students. Each semester Outreach Services and the Scholar-in-Residence, Dr. Otis Johnson, work together to develop a lecture series related to a newsworthy issue.

OTHER SERVICES

Printing, scanning and notary services are available at the library. The cost to print is \$.10 per page (black/white) and \$.25 per page (color) after the purchase of a library print card for \$1.00. Faxing is available for \$.50 per page. There is no charge for students to scan items and the notarizing service is available at no charge.