

FAST **LIBRARY** **FACTS**

GCC Library 101

What do you need to know?

Checking out items

Do I need a library card?

Your current GCC ID card is your library card. Remember to bring it!

What's the maximum number of items I can check out?

20 items with a 5-item limit when the top lines of the call number match.

How long can I keep an item?

- Books: 28 days with one 28-day renewal if there are no requests.
- CDs and DVDs: 7 days with one 7-day renewal if there are no requests. Check out up to five media items at a time.
- Reference books, magazines, journals, newspapers, and reserve items: Use in the library.

Collection

The books, magazines, journals, newspapers, CDs, DVDs, and videotapes in the library are shelved using the Library of Congress classification system.

Look for **reference books** on the low shelving units next to the Reference/Information Desk.

Current magazines and journals are on display along the north wall.

Current newspapers are hanging on racks next to the west entrance.

Find **ebooks**, **streaming videos**, and **database articles** on the library's website.

Computers

Computers are located in the Computer Commons in the middle of the library. Log in with your MEID and password. These are the only computers to use in the library if you want to print. If a class isn't scheduled, the computers in L138, the library classroom, are available for use. Quick look-up computers for academic use are in front of the Reference/Information Desk. These aren't connected to printers. Check out a laptop for use inside the library at either of the Circulation Counters. Need help? Ask at the Tech Help Desk.

Copiers/scanners

Two black-and-white copiers and two **FREE scanners** (email the scans and/or save them to a USB stick) are located on the north side just outside the Reading Room.

One copier accepts nickels, dimes, quarters, and \$1 bills only. The other one uses funds you add to your student ID. (See the **Printing** section.) 8½x11" copies cost 10¢ and 11x17" are 20¢ each.

Two **change machines** are located on the north wall adjacent to the copiers. One dispenses quarters

for \$1 and \$5 bills and the other accepts \$5, \$10, and \$20 bills and dispenses \$1 bills.

Magazines and journals

Print copies of the current issues are located on the north side of the library. Back issues are shelved in the Reading Room. Library databases offer access to thousands of additional magazines and journals. Search these off campus by entering your MEID and password.

Looking for a specific magazine? Click on the **Journal Finder** tab on the library's home page. Enter the title and select **Title equals**.

Printing

Black-and-white prints are 10¢/page. Color prints are 50¢/page.

1. To pay for prints, add cash to your student ID at the Equitrac machine, located next to the copiers and change machines.
2. Log into a computer in the Computer Commons with your MEID account.
3. Select the **ennelin** print queue in the Print dialog box. (There are separate ennelin queues for the black-and-white and the color printers.)
4. Go to the print station in the middle of the Computer Commons and log in using your MEID and password.
5. Select your file and press **Print**.

Renewing items

Start at the library's home page. Enter your MEID and password in the **Account/Renew Books** section. Overdue items can't be renewed.

Requesting library items

If the book you want is checked out or located in another MCCCDC library, place a hold online using the **Hold/Request** button. Available items usually will arrive at the West Circulation Counter within three to five days, and you're notified via your campus email.

Restrooms, water, snacks

Turn left at the television by the west entrance. The restrooms are next to the water bottle refill station and the vending machine. Check out the snacks and other items!

Study rooms

Group study rooms #1-10 are available on a first-come basis. **#11 and 12** may be reserved for use up to two hours using a link on the Library's home page. Groups are given priority. The **Quiet Study Room** is perfect for individual students who want to focus. Ask for help at the Reference Desk.

Textbooks

If your instructor has placed textbooks on hold for class use, check them out at the West Circulation Counter for in-library use. Use a free scanner to email pages to yourself.

WiFi access

Log into the **GaucheNet** network using your MEID account. Need help? Ask at the Tech Help Desk.

Questions? Ask!

Reference/Information Desk
623-845-3112

Library home page
lib.gccaz.edu/lmc

Ask a Librarian – 24/7 chat
The chat box is on the home page

West Circulation Counter
623-845-3109

East Circulation Counter
623-845-3111

Hours – GCC Main Library (Fall and spring semesters)

Mon.-Thurs. 7 am - 10 pm
Fri. 7 am - 6 pm
Sat. 9 am - 5 pm
Sun. 1 pm - 6 pm

