

## **GCC Library's Top 10 Things for Students**

### **10 Study Space**

We have group study rooms, a quiet study room, a leisure reading room, computer commons, and more.

### **9 Laptops**

Check out laptops for 4 hours for in-library use.

### **8 Streaming Video**

Watch documentary and educational videos on any device with an Internet connection; thousands of titles available from the *Kanopy* and *Films on Demand* databases.

### **7 Reference Desk**

Our reference librarians can help you narrow a topic, determine a keyword search, learn to navigate the databases, find valid sources, and much more!

### **6 Citations**

Find everything you need to properly format MLA, APA, and Chicago Style citations including sample papers and guides in print and on the library website.

### **5 Course Reserves**

Many textbooks can be checked out for 2 hours and used in the library. Ask at the Circulation Desk.

### **4 Research Guides**

Use the specialized subject and course guides to get started researching a variety of topics. See what's available for your class at

<http://lib.gccaz.edu/lmc/guides/index.cfm>.

### **3 Inter-District Delivery**

Request Books and DVDs from the library catalog and have them delivered to your campus library.

### **2 Electronic Databases**

Access millions of full-text articles, images, videos and more. Most provide citations in MLA & APA.

Go to: **GCC** → **Quick Links** → **Library** → **Databases** and use MEID+ password to access.

### **1 Ask Us**

Use Maricopa's *Ask A Librarian 24/7* chat box on the GCC Library webpage for help with any research issue.

**Stop by the GCC Library or call us at 623-845-3112.**

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## GCC Library FAQs

### How do I get a library card?

As a current GCC student, you can get a barcoded student ID card from the Enrollment Center and use it to check out materials and access subscription databases.

### How many books can I check out?

Students can check out up to 20 books. Up to 5 DVDs and CDs can be borrowed at one time.

### How long can I keep the items I checked out?

- Books – 28 days, with one renewal\*
- Videos – 7 days, with one renewal\*
- Reserves – 2 hours in the library, for most items

\*Renewals are not guaranteed; if a hold or recall has been placed on an item, it is not available for renewal.

### Can I have an item located at another college sent to my campus for pickup?

Yes, you may select any campus library as a pickup location. Allot 3-5 working days for items to be received.

### What happens if I have overdue materials?

All borrowers are responsible for lost and damaged library material and will be billed for the cost of the items and processing fee for each item. All fees owed on unreturned material are posted to the borrower's school record.

### Do you have the textbook or course reserves for my class?

Stop by the Circulation Desk with your student ID and course number, and we can check availability for you.

You can also check online to see if your book has been placed on reserve. Click on the "Find Books" tab and select textbooks at our website: <https://lib.gccaz.edu/lmc>.

#### Fall and Spring Semester Hours

Mon. – Thurs.	7:00 am – 10:00 pm
Friday	7:00 am – 6:00 pm
Saturday	9:00 am – 5:00 pm
Sunday	1:00 pm – 6:00 pm

#### GCC Library Telephone Numbers

Main Reference: 623-845-3112  
North Reference: 623-888-7112

**Stop by the GCC Library or call us  
for more information.**

**\*\*The Library is also an Art Gallery. Ask at Circulation for the listening wand tour.**

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