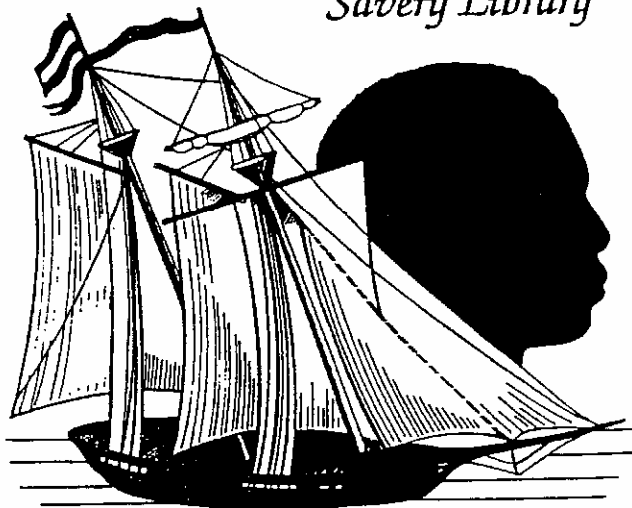


LIBRARY HANDBOOK FOR STUDENTS

Savery Library



La Amistad

**SAVERY LIBRARY
TALLADEGA COLLEGE
TALLADEGA, ALABAMA**

LIBRARY STAFF

Library Director

Mrs. Juliette S. Smith
Main Office (761-6443)

Administrative/Library Assistant

Main Office (761-6279)

Circulation/Reference Assistant

Mrs. Asma Alwan – Circulation Office
(761-6282)

Circulation Assistant 1 (Night Duty)

Mr. Dirett C. Alfred – Circulation Office
(761-6282)

Circulation Assistant (Weekend Desk Attendant)

Mrs. Gloria F. Wilson – Circulation Office
(761-6282)

Data Entry Clerk/Acquisitions Assistant

Ms. Linda Warwick – Basement Level
(761-6441)

Computer Lab Assistant

Mr. Bruce Johnson - Computer Lab – Basement Level
(761-6303)

LIBRARY HOURS

Monday – Thursday – 8:00 a.m. – 10:00 p.m.

Friday – 8:00 a.m. – 5:00 p.m.

Saturday – 10:00 a.m. – 6:00 p.m.

Sunday – 1:30 p.m. – 9:30 p.m.

The Computer Laboratory closes one-half hour before the above listed closing hours each day.

FACTS ABOUT SAVERY LIBRARY

Savery Library was dedicated in 1939. Prior to that time, the library was on the site where Sumner Hall stands. At the entrance to the lobby is a plaque that will tell you something of the life of William Savery, for whom the library was named.

The murals are a special attraction. They were painted by Hale Woodruff, a prominent Black artist, and unveiled at the dedication of the library. There are three panels on the west wall in the lobby; *The Mutiny*, *The Court Scene*, and *The Return to Africa*, which represent the *Amistad Incident*. What is depicted here eventually led to the founding of the American Missionary Association and Talladega College. A replica of the Amistad ship is embedded in the center of the floor in the lobby. It has been a tradition, through the years, that no one walks on the ship's replica because of its historical significance to the college. A sketch of the Amistad is also found on the bookplate that is placed in front of each book in the library. On the east wall are three panels representing *An Underground Railroad Scene*, *The Opening Day of School at Talladega College*, and *The Building of Savery Library*. The murals have been exposed worldwide as historical

treasures. Steven Spielberg's movie, "The Amistad," is the subject of this incident. In addition to inclusion in a number of textbooks, art books, magazines, etc., they were recently listed by Southern Living magazine as one of the "40 Best Things to See in Alabama."

On the wall above the circulation desk is the college seal which bears the charter title of the college, *Collegium Talladegenese*, and the legend, Pro Christo et Humanitate. On the opposite wall is the epitaph of Edward Courtenay, Earl of Devonshire, written in 1556 by an unknown author.

MISSION STATEMENT

The mission of Savery Library is to provide students, faculty, and staff with the resources and opportunities to support the mission and goals of Talladega College by selecting, acquiring and maintaining materials in all formats. Exemplary leadership in accessing, using, and evaluating the library's program is a commitment strongly valued for maintaining a quality academic support unit for all patrons.

COLLECTION AND SERVICES

Collection

Savery Library has a collection of over 100,000 books. The library has open stacks which means students may go to the stacks to get their books. The majority of books are classed in the Library of Congress Classification System. The few remaining

Dewey Decimal classed books are being converted to Library of Congress. The online catalog, Polaris, enables patrons to access the library's book holdings. Terminals are located in the lobby near the card catalog. Instructions for using the online catalog are posted next to the terminals. The online catalog can be accessed from any computer with internet access. Computers in the Computer Laboratory, located on the basement level, also provide access to the online catalog.

Reference books are located on the first floor of the library. Reference books cannot be checked out. Electronic reference resources may be accessed from computers in the Computer Lab.

Over 170 magazines/journals are subscribed to in regular paper format. The latest issues are placed on the shelves on the 2nd floor while bound issues are housed on the 3rd floor stack level and are shelved alphabetically by title. The New York Times Microfilm and other microfilm/microfiche formats are housed in the Lynette Wiggins Young Room on the 2nd floor. A state-of-the art computerized microfilm/reader/printer/scanner is also located in this room. Electronic databases are available that will provide full-text articles in a wide variety of articles. The databases may be accessed through the computers in the Computer Lab.

The library houses a number of slides, recordings, videocassettes and other a-v formats. The materials are located in the Computer Lab/Curriculum Learning Laboratory in the basement of the library.

The Archives is located on the 2nd floor and is open by appointment only. Patrons wishing to use archival materials must submit a written request at least 24 hours in advance of the visit to

the librarian. Materials must be used in the presence of a library staff member.

Services

Library Orientation/Bibliographic Instruction - All freshmen and new students are given orientation at the beginning of each semester. Any student who misses the instruction should report to the Library Director or Associate Director so that arrangements can be made to give a make-up orientation.

Library Cards – Library cards issued to incoming freshmen are for the four years of study at Talladega College. All students must have a valid library card to check materials out. Please see the Data Entry Clerk (located in the basement) or one of the library staff members for a card. A lost library card must be reported to the Data Entry Clerk immediately. There is a \$5.00 replacement fee for lost library cards.

Reserve Materials – Reserve materials are those selected by the faculty for special assignments, or because the materials are in short supply. They are housed in the office of circulation under the name of the faculty member reserving them. Ask for them by author and title. There is no need to make a call slip for them. All reserve materials must be used in the library. In case of high demand, use will be limited to two hours.

Circulating Materials – Circulating materials may be checked out for two weeks. Materials may be renewed if they have not been requested by another patron. All books must be brought in for renewal. A recall request may be placed on an item currently in circulation. A maximum of five books may be checked out at one time. A library user will be assessed a fine if an item is not

returned by its due date. The fine for all users is five cents per day, per item. The library user is responsible for paying all overdue fines, charges and processing fees for damage or lost items to the Business Office. Any lost materials should be reported to the library staff as soon as possible. If a book is lost the student must pay the current list price of the book plus a \$10.00 processing fee. If a book is out-of-print, the current list price will be assessed at \$25.00 plus a \$10.00 processing fee. Amazon.com is the vendor used to determine the current list price for books.

Non-Circulating Materials – Reference books, periodicals, newspapers, and reserve items may not be checked out to leave the library.

Library Computer Laboratory – Admission to the Computer Lab is by Student ID and/or Savery Library Student Library Card. Each time a student visits the Lab, the student must sign in and sign out. Students are encouraged to safeguard the college's resources and be frugal in running materials off that are not necessary for academic classes. At no time, should computer users attempt to alter any software or hardware settings, attempt to breach computer security, or damage equipment in any way. All computers will be signed off 30 minutes prior to the lab's closing.

Audiovisual Materials – AV software(films, cassettes, dvds, videos, recordings, slides, etc.) may be checked out for special class presentations or for use in the conference/classroom with special permission from a faculty member. Students engaged in student teaching may make special arrangements through the student teacher director to check out these materials.

Photocopier – A photocopier is located in the lobby of the first floor.
The cost per copy is \$.10.

Interlibrary Loan – Materials that are not located in Savery Library and cannot be accessed through available databases may be secured through interlibrary loan. Make requests at the circulation office.

Book Drop – A book drop is located outside at the entrance to the library. Patrons may drop their books when the library is not open.

Conference/Classroom - A conference/classroom is located on the basement level and may be used for group discussions, meetings, or other scholarly activities. The Facilities Utilization Form must be completed and presented to the Library Director for permission to use this room.

MISCELLANEOUS

Collection Development – Savery's Collection Development Policy is on file in the Office of the Director. As a document, it aids in the allocation of funds in the acquisition budget and the coordination of selection of materials for the library as well as weeding materials from the collection. The library staff values your participation in this important phase of library policy. Your recommendations for materials that you would like to see in the library are always welcome.

Other – Eating, drinking, use of tobacco and cell phone use are not permitted in any area of the library. Thank you for adhering to this regulation.

Suggestions for the overall improvement of service delivery are welcomed at any time. Talk with the Library Director.