

FREQUENTLY ASKED QUESTIONS FOR WEBSITE (FAQs)

1. Who is eligible to join TAMCC library?

Membership is open to all staff and students of the college, both part time and full time. A TAMCC ID is required.

2. Who can use the library?

All members of the college community. However, only those who have joined membership are permitted to check out books. Individuals from the wider community must first apply to the librarian in order to use the college library.

3. What are the opening hours?

The regular hours are from **8:30 am to 6:45 pm, Monday through Friday**. However, during the summer and Christmas holidays, the hours change. Notices are usually placed on notice boards around the college campus to indicate change.

4. Do I have to pay to borrow library materials?

There's no charge to borrow library materials. However, if books are returned past the due date, fines are incurred.

5. What is the difference between the General, Reserve and Reference Collections?

Books in the **General Collection** can be checked out for a period of seven days by students and fourteen days by staff. They are clearly marked by a yellow sticker on the spine. Books in the **Reserve Collection** are used only in the library unless requested for an overnight loan. Patron must first sign for them and then return them to the Reserve desk when finished. These are marked by green stickers. **Reference books** are used only in the library and are not available for loans. They have a red sticker on the spine.

6. What does the overnight loan entail?

Overnight loans are only available from Monday through Thursday from **5 pm to 6:30 pm**, providing there are no holidays falling on the next day. This type of loan is only

permitted for books with more than one copy. Book must be returned at **8:30 am** the next day. Fee of **\$5.00** is incurred for lateness and for each day that the book remains unreturned. Do not confuse this type of loan with regular same-day loans of reserve books. You must indicate clearly to the staff that you wish to take a particular book on an overnight loan.

Can I renew a book via the telephone?

Yes. But there is some pertinent information that the staff will need to know such as the following:

- i) Your full name and or barcode attached to your TAMCC ID. Eg **GDP018873**
- ii) Barcode on the book is usually located on the inside or on the outside of the back cover. Eg. **GDI011413**

The staff will inform you of the next due date.

7. How many times can I renew a book?

A book from the General Collection may be renewed **once** or not at all if it is in demand.

8. How many books can I borrow out of the library?

A TAMCC staff is allowed to borrow **three (3)** books simultaneously while a student can borrow **two (2)** books from the General Collection. (These books have a yellow sticker on the spine)

9. Can I use my own laptop in library?

Yes, either upstairs or downstairs of the library.

10. Can I use the computers in the library?

Yes, there are eight computers available for students and two for staff in the Periodical Section. To be able to log on, you need a user's name and password from the IT department. Students must consult the staff at the Circulation Desk in order to use any computer in the library. Allocated time per student is one hour but extension may be requested. Students are advised to use these computers for school work only.

11. How do I find a book in the library?

- i) This can be done by using the catalogue cabinet where you may search by using one or more of the following options :
- The author's name
 - The title of the book
 - The subject

Please remember that a staff is always available at the Reserve Desk to guide you through this process.

- ii) The following links will provide additional information.

1. [Using the catalogue cabinet](#)
2. [Using the Dewey Decimal Classification Chart](#)

Thank you for using TAMCC Library. We look forward to serving you. - *Librarian*