

Frequently Asked Questions GHEC Library

Is the library opened on week-ends?

The library is closed on Fridays, weekends, school holidays, and during semester breaks.

What is the cost of copying materials and printing from the computer?

Coin-operated copiers are located near the circulation desk. Students may complete their own copying for 10 cents a copy. Nickels, dimes, quarters, and dollar bills are accepted in the machine. The library does not charge for printed copies of academic material printed from the computer.

May a student use a wireless laptop in the library?

The library is wired for wireless laptop use.

Who may use the library?

Only MDCC students are allowed to use the library. Students are required to show a valid MDCC ID card to enter the Library and check out Library books and DVD's.

Is there an area for group study?

There are no designated areas for group study.

How long can a book be checked out?

Books may be checked out and returned at the Circulation Desk in the Circulation Area of the library. Books may be checked out for a period of 14 days. If not needed by another student, an item may be renewed for another 14 days. In order to renew a book, the book must be brought back to the library.

What is the library's DVD checkout policy?

DVDs may be checked out for a three (3) day viewing period at the Circulation Desk. Students are allowed to check out two (2) movies at a time. Friday, Saturday, and Sunday are not counted in the three-day period. There is no charge for checkout. The late charge is \$1.00 per day after the due date. After 14 days, the student will be charged full replacement cost, a processing fee plus the overdue fine. The charge for a damaged DVD is the full replacement cost plus a processing fee.

What is the charge for overdue materials?

A fine of ten cents a day per book will be charged for overdue books if paid when the items are returned. No fines will be charged for days on which the library is closed.

How does a student obtain a database password?

Passwords for database use off campus can be found in Canvas under Library Info. Students may also contact a librarian at 662-332-8467 for assistance.

Can a student check his personal e-mail in the library?

Personal email should be viewed only in the personal computer area.

Can laptops be checked out from the library?

Laptops can be checked out from the library on a first come first serve basis. Students must be enrolled in a credit class and must provide current student ID.

Does the library have mobile hotspots to checkout?

Hotspots can be checked out from the library on a first come first serve basis. Students must be enrolled in a credit class and must provide current student ID.