

Welcome

<http://www.swic.edu/library>

To our students ...

The Library staff welcomes you to the library and invites your use of the facilities.

This page contains information to introduce you to the library services available, facilities, policies and procedures.

HOURS

Belleville Campus	Granite City Campus	Red Bud Campus
235-2700 Ext. 5204 or 5597	931-0600 Ext. 6654 or 6653	282-6682 Ext. 8190
Fall/Spring Semesters Mon. – Thur. 7:30 am-9:30 pm Friday 7:30 am - 4 pm Saturday 8 am – 4 pm	Fall/Spring Semesters Mon. – Thur. 8 am-9:30 pm Friday 8 am - 4 pm Saturday 11 am – 3 pm	Fall/Spring Semesters Mon. - Thur. 9 am-8 pm Friday 9 am-3 pm
Summer Semester Mon. - Thur. 7:30 am-9:30 pm Friday 7:30 am - 4 pm Saturday None	Summer Semester Mon. - Thur. 8 am-9:30 pm Friday 8 am - 4 pm Saturday None	Summer Semester Mon & Thur 9 am-8 pm Tue, Wed, Fri 9 am-3 pm Saturday None

Any change in the above schedule will be posted

Library Cards

Library privileges are available to students and staff of Southwestern Illinois College. To check materials out of the library you must obtain a valid college ID from the Public Safety Office. This card is required to check out materials, request material through interlibrary loan, and to access the Internet in the library.

Community residents of District #522 who are 18 years of age or older may obtain a library card for a non-refundable \$25 annual fee with two forms of identification (one showing current address). Community cardholders have the same library privileges as students except for info-pass.

Checkout

The valid college ID/Library Card must be presented to check out all material.

All materials except reserve items may be renewed twice except when requested by another student. Phone renewals are available if the material is not overdue. There is a limit of 5 items per subject area, with an overall limit of 15 items.

Overdues/Fines

Overdues will be charged at the rate of 10 cents per day per item. Overdue compact discs, videos, and DVDs are \$1 per day. Fines for Interlibrary Loan items will be charged according to the rate of the lending library. Borrowing privileges will be withheld until overdue materials are returned and all fines are paid.

Lost or misplaced materials should be reported promptly to the circulation desk.

All materials must be returned and all fine records cleared at the end of each semester before transcripts can be released and registration completed. Patrons with overdue materials or fines will not be allowed to borrow materials.

There is a minimum \$5 charge for mutilation of barcodes and other library materials. The barcodes are for automation purposes and are not part of the security system.

Interlibrary Loan

Books and magazine articles not available at Southwestern may be requested through interlibrary loan. Use the automated catalog to place a hold on a book that is in our library system. To request a book not in our system or a magazine article not owned by Southwestern, fill out a form at the circulation desk. There is a limit of 10 books or 10 articles per person may be requested at one time. Copies of articles are 10 cents per page. You will be notified when your requested item arrives.

Reciprocal Borrowing

Southwestern is a participant in the Southern Illinois Learning Resources Cooperative (SILRC) Resource Sharing Agreement. This entitles Southwestern students and staff to borrow materials directly at SILRC libraries that are participating in this agreement.

Info-Pass

Southwestern is a member of the St. Louis Regional Library Network. Info-Pass provides one-time access to participating St. Louis area member libraries for direct checkout of materials. Info-Passes are available to students and staff with a valid library card and no outstanding overdues. The patron must return all materials to the library from which they were borrowed. There is no charge for an Info-Pass. Contact the librarians for further information.

Periodical & Newspaper Databases

These databases contain full text periodical and newspaper articles. Some of these may be accessed at home through the Internet. Contact the librarians or circulation desk for details.

Internet

Access to the library Internet computers is available for students, community, faculty and staff. Contact the librarian or circulation desk for details.

Questions???

If you have questions, please ask. The library staff will try to help you find the information you need. If you are accessing the databases from home and you have any questions, call the **Belleville Campus** at (618) 235-2700 Ext. 5204 or Ext. 5597, the **Granite City Campus** at (618) 931-0600 Ext. 6654 or 6653, or the **Red Bud Campus** at (618) 282-6682 Ext. 8190.