

Library Use Policy

We provide a pleasant environment conducive to study, research and the continuation of the education process for our students, faculty and staff, and services to Monroe County Residents. Food and drinks (in covered containers) are only allowed during library events and in designated areas of the library. Personal items should not be left unattended for long periods of time. Unattended items will be removed from the premises. Disruptions to the study and research of our customers, or the interruption of their educational process is prohibited. Destroying or damaging materials, equipment, software of the facility are also prohibited. Examples are listed below, but this is not an inclusive list:

- Creating excessive noise
- Harassment of others
- Sleeping
- Odor constituting a nuisance or health and safety concern
- Behavior that disturbs users or staff and interferes with the use of the facility
- The destruction, mutilation or defacement of any material
- The damaging of hardware or equipment
- Misuse of furniture
- Tampering with software
- Viewing inappropriate content on the Internet
- Downloading unauthorized programs
- Use of loud personal electronics
- Loitering and soliciting for donations or accosting customers for any purpose that disrupts their use of the library

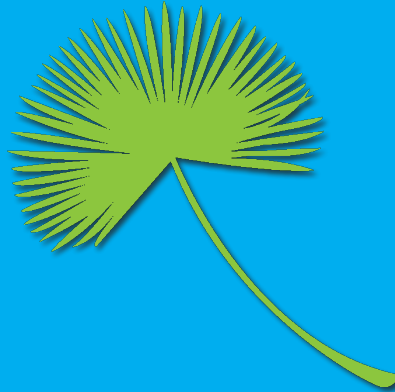
Customers who are unable to abide by this policy will be asked to leave the library. Those refusing to do so will be subject to removal by security.

Library Hours for Fall-Spring Semesters

Monday 8:30am – 9:00pm
Tuesday & Thursday 8:30am – 8:30pm
Wednesday 10am-10pm
Friday – Saturday 8:30am – 4:00pm
Sunday & Holidays - Closed

phone: 305-809-3194

email: library@fkcc.edu



Florida Keys Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Keys Community College.

Guide to Library Services



<http://library.fkcc.edu>

Our Mission: to provide library materials, services, and instruction to all customers (students, faculty, staff, and the community) in an academically engaging environment that supports the curriculum and mission of the college.

Location



The FKCC Library/ Learning Resource Center is located on the Key West campus on the second floor of the Administration building (A). The reading room overlooks the beautiful bay and offers a breathtaking sunset view. Access to electronic resources is available online for distance learning students. Limited print resources are also available at the Middle and Upper Keys Centers.

Membership & Library Cards

Library cards are available to all FKCC students, faculty, staff, and Monroe County residents. Distance Learning students or students not in the area may go to the library's website to apply online for an e-card. Their borrower id number will be emailed to them for immediate use of our electronic resources. Library users must present their valid library card to check out materials. The barcode on the card is your borrower id number and your pin is the last four digits of your social security number. They are used to access our eResources available 24/7 on our website. FKCC library card holders can also check out materials at the Monroe County Public Libraries in Key West, Big Pine, Marathon, Islamorada, and Key Largo locations.

Collections



We have a variety of informational and recreational materials to meet your needs. Including books that you can check out, eBooks to read online, reference books, journals and periodicals, full text databases, music CD's, audio books, videos, and DVD's. Please go to our

webpage <http://library.fkcc.edu> to search our library catalog, LINCCWeb, to locate these materials.

Fees



The library charges \$0.05 per day per overdue item with a maximum of \$5. Non returned items are charged the cost of replacement plus a \$10 processing fee. Books may be checked out for three weeks, and movies are due back in one week. All items may be renewed in person, by phone or email, or by logging into "my account."

The replacement fee for lost library cards is \$1.00. The library also provides fax services for a cost of \$1.50 per page and photocopies at \$0.15 per page.

Books from other Libraries also known as Interlibrary Loan (ILL)

We can obtain materials not found in the FKCC Library. This process may take up to a week, so please plan ahead. Requests can be made from our online catalog, by filling out the electronic form on our website, in person, or by email. Contact our ILL Specialist for assistance. Customers will be notified when the item is received. They may be picked up at the front desk in Key West, or the items can be sent via courier to our Marathon or Coral Shores Center.

ASK a Librarian

"ASK a Librarian" is a statewide service that provides live online assistance from a librarian. The service provides all Florida citizens with live virtual reference services via computer or mobile device. It is available by clicking the "ASK a Librarian" logo on the library webpage or on the Distance Learning Platform.

Copyright



The library provides access to training and workshops on copyright policy and has a Copyright License from the Copyright Clearance Center (CCC) which covers the use of titles for educational and research purposes of print and electronic formats.

Research Assistance

Help is available for you to find what you need. This service is provided in person, via email or phone. Library customers can also set up an appointment with a librarian for individualized help.

Information Literacy Instruction

Faculty can request class sessions with a librarian which will enhance the student's research skills and use of library resources. Subject course guides are also available on the library's website.

Computers



The library has two computer labs. The computers are available for student, faculty and community borrowers. Community borrowers are charged a monthly fee of \$25; 2 months for \$40; or \$5 per day. Printing in the library is available through our WEPA Kiosks at \$0.15 per sheet for black and white and \$0.65 per sheet for color copies. Copy cards can be purchased for \$5 each or credit cards can be used to deposit funds to accounts. A surcharge of \$0.20 per transaction may be charged if using a credit card at the Kiosks instead of adding the funds to accounts. Priority is given to our student and faculty, but open access is available to all customers on Fridays from 9am to 11 am. Customers must observe the library and FKCC policies; and local, state, and federal laws regarding copyright and computer usage.

Programs & Events

The library also serves as an art gallery exhibiting the artwork of talented students, faculty, and local artists. The library provides further educational and cultural opportunities by hosting book discussions, workshops, forums, and movies. Visit our calendar of events located on our website for upcoming programs and events.

Study Rooms

The library has two study rooms available for academic purposes. Rooms may be reserved by notifying the circulation desk. Students must agree to abide by the library's facility use policy.