Student identification cards

- A college identification card must be validated each semester.
- Keep the library staff informed of any changes in address, telephone number, or name
- Library materials may not be borrowed without a student identification card

Borrowing books

- Books may be borrowed for 28 days
- Borrowed books may be renewed twice unless past the due date
- Videos, journals, magazines, reference books, microfilm, and microfiche may only be used in the library
- Reserve materials are available at the circulation desk for use in the library
- Books that are not returned within 90 days after the due date are considered lost, and will be assessed a lost book fee of $60 and a hold will be

Renewing books

Borrowed books may be renewed online, before their due date, at gil.ccga.edu

1. On the right hand side of the webpage, click Renew Books
2. Select Patron Barcode from the drop-down menu
3. Enter your Student Identification Number in the textbox to the right of the drop-down menu
4. Enter your PIN
5. Enter your Last Name
6. Click the LOGON button
7. Under ITEMS CHARGED OUT select the check box next to the title you want to renew
7. Click on the RENEW ITEMS button

Learning Commons/Library Hours

Brunswick—Monday through Thursday 8:00am to 10:00pm
     Friday 8:00am to 5:00pm
     Sunday 1:00pm to 9:00pm
Camden Center—Monday through Thursday 9:00am to 9:00pm
             Friday 9:00am to 4:00pm

During holidays and between sessions, changes in hours of operation will be posted at the library entrance and on the library web page under library hours.

Photocopying

Copies of needed materials may be made from single sheets, books, and periodicals for 5¢ per sheet. Instructions for operating photocopying equipment are posted.

Ask a Librarian for Help takes you to Question Center where there are answers to common questions. If your question is not listed, you may submit your question in the yellow box and you will receive the answer by email.

Ask-a-Librarian is a resource on the GALILEO home page that allows you to e-mail a reference question to the librarians at the college.

Library Computers

Within the library, computers are available at the computer cluster and in the library classroom. These computers provide access to the Internet, e-mail, computer assisted instruction and Microsoft Office.

Free Tutoring

Tutors are available in the library. Online tutoring is also available. Contact Niki Schmauch at nschmauch@ccga.edu for more information.

Contact the Library:

Brunswick—(912) 279-5874
   Circulation Desk
Camden Center—(912) 510-3331
   jkissinger@ccga.edu

Library Website Address: www.ccga.edu/library

- In accordance with College policy, children under the age of 16 must be under the supervision of a parent, legal guardian or other responsible adult.
- Drinks are permitted in closed containers such as a water bottle with a cap.
- Cell phone conversations are permitted in the lobby area or outside and cell phones must be silenced while inside the library.
- Light snacking is permitted in the Library as long as any resulting trash is disposed of properly and messes are cleaned up in order to maintain a clean and orderly learning environment.
GIL is CCGA’s Library Catalog and stands for GALILEO Interconnected Libraries. GIL is used for locating materials owned by the library.

GALILEO stands for GeorgiA LiBrary LEarning Online, an initiative of the Board of Regents of the University System of Georgia. As Georgia’s virtual library, GALILEO provides access to multiple Information resources, including secured access to licensed products. Participating institutions may access over 100 databases indexing thousands of periodicals and scholarly journals. Thousands of journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications.

Students, faculty and staff at University System of Georgia institutions can use GIL (gil.ccga.edu) to get the current GALILEO password.

NetLibrary provides access to over 63,000 electronic books (eBooks), including reference books, scholarly monographs, publications of many university presses and consumer books that have been converted into digital format. It is possible to perform full-text searches of a single eBook, search thousands of volumes simultaneously, browse topic categories, or read eBooks directly online.

NOTE: Every individual user must create a personal user name and password on campus. Once the account is created, you will be able to access NetLibrary eBooks from any computer and don’t forget you’ll need the GALILEO password.

GIL Express is a service offered at all libraries within the University System of Georgia (USG). The service is an innovative, resource sharing initiative that allows students, faculty and staff access to all eligible circulating material at all USG libraries. GIL Express is available to all eligible patrons through both an on site (walk up) service and a remote requesting service.

Who’s eligible: All currently enrolled students and currently employed faculty and staff who are in good standing at the Home Library are eligible to use GIL Express.

Scope: Printed books (monographs) that are normally loaned for the standard loan period at the Holding Library are available to be borrowed through GIL Express.

ILLiad is the electronic system you use to request items from other libraries through Interlibrary Loan. The name ILLiad can be thought of as an acronym for InterLibrary Loan Internet Accessible Database.

1. The first time you make a request, you must setup an ILLiad account with basic personal information such as your name, address and student ID number.
2. You can get information about the status of your request through your ILLiad account.
3. Library staff are always available to help you register, make a request or to follow-up on your loan.