

The library publishes a handbook which is available at the circulation desk and which gives both policies and information on using the library. A student ID card is required to check out books, and overdue items do incur fines. The library is open Monday through Thursday from 7:00 a.m. to 9:00 p.m. and on Friday from 7:00 a.m. to 3:30 p.m. It is closed weekends and school holidays.

*The Media Center*, located on the second floor of the library, houses audio-visual materials and related equipment. The Center owns over 6,000 films, slides, videotapes, records, and tapes that are available for student and faculty use. It includes a projection room for classes, viewing/listening room with study carrels, and a workroom. Students may check out audio-visuals not currently needed for classroom use or that are not on reserve. Media Center hours are Monday through Thursday from 7:00 a.m. to 3:30 p.m. and Friday from 7:00 a.m. to 2:30 p.m.

*The Computer-Aided Learning Lab (CAL Lab)* offers students access to IBM compatible computers and software. Located on the first floor of the Academic Support Building, the Lab provides tutorial, work processing, spreadsheet, and database software along with basic skills software. The Lab director, staff, and student assistants are available to assist users. CAL Lab hours are Monday through Thursday from 7:30 a.m. to 9:00 p.m. and Friday from 7:30 a.m. to 3:30 p.m.

### **Bookstore**

Bookstore Hours of Operation

Monday – Thursday: 8:00 a.m. - 4:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

Bookstore hours are extended during book rush; however, the Bookstore observes all school holidays.

#### *Bookstore Buyback Policy*

- Students are required to have student ID.
- A student may sell textbooks to the College Bookstore daily. Students having unpaid fees are not permitted to receive cash from the sale of books. However, the Bookstore will issue a credit to the student's account in the Business Office for the amount of sale.

#### *Textbook Return Policy*

Full cash or financial aid credit is issued only during the first week of the summer semester and during the first two weeks of the fall and spring semesters. All books will be considered "Used" after these dates.

Bookstore hours and policies are subject to change without notice. Current written policies are available in the Bookstore.