Terrell Tisdale Library
HANDBOOK
2026-2027

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JONES COLLEGE

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Library Hours & Phone Number

Monday - Thursday

7:30 a.m.-10:00 p.m.

Friday

7:30 a.m.-2:00 p.m.

Phone: (601)477-4055

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

Faculty and Staff

Andrew Sharp.....Library Director

Wesley Dixon.....Librarian

Alexis Rambo .....Student Success Specialist and Tutoring Services Coordinator

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sara Jones, Director of Counseling ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcjc.edu and (Title IX) Dr. Brittany Barron Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127 email Brittany.weatherford@jcjc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.

Terrell Tisdale Library
MISSION AND GOALS

The mission of the Terrell Tisdale Library is to support and enhance the curriculum of the college and meet the educational needs and interests of the college community. This mission supports Jones' institutional goal #4.

In striving to accomplish this, the library has the following goals:

1. Provide appropriate technology to enhance learning, instruction, and information retrieval.

2. Adequately staff learning resource facilities and serve users in a professional manner.

3. Maintain and develop learning resource services that meet the educational needs and interests of the college community.

4. Organize learning resource facilities to ensure accessibility to all in an atmosphere that encourages learning.

5. Provide comprehensive, up-to-date collections of diverse media and formats selected in compliance with sound selection guidelines.

GENERAL LIBRARY POLICIES AND INFORMATION

Book Return

A book drop can be found at the south end of the lobby of the library. It is for use when the library is closed. Overdue materials should be returned to the circulation desk in the library and any fines paid during normal hours of operation. (See Fine Policies and Procedures, p.7)

Closing Time

The library closes promptly at 10:00 p.m. Monday through Thursday nights and 2:00 p.m. on Fridays. Patrons using library facilities or resources should complete their work so that they can leave by those times. Patrons should not wait until closing time to begin collecting their information and belongings.

Conduct in the Library

Since the library is primarily a place for research and study, students are expected to conduct themselves in such a manner that will not disturb others. Students who disturb others will be asked to alter their behavior or to leave the library.

Use of food and drink within the library is discouraged. Library personnel reserve the right to request that food and drink be discarded if facilities are damaged or other patrons are inconvenienced.

Use of cell phones is also discouraged within the library. Library personnel reserve the right to restrict the use of cell phones if other library patrons are disturbed by disruptive ring tones or excessively loud conversations.

Library personnel are the final judges in these instances.

Copy Machines

Coin operated copiers are located in the Periodicals Room. These machines can copy normal size and make both reduced and enlarged copies. Students may do their own copying at a cost of ten cents per page. Nickels, dimes, quarters, and dollar bills are accepted by the machines, and change is available at the circulation desk, if needed.

***NOTICE**: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies of copyrighted material. The user of the copying machine is liable for any infringement.*

Printing

Terrell Tisdale Library is pay-per-print environment. Each student will receive $2.50 in print credit per semester. Each black and white print costs 10 cents, and each color copy costs 50 cents. Additional money can be placed on the student's Jones Onecard through a Feed Phil machine located on the first floor of the library or at the Business Office located in room 242 of the Administration Building. You must have a Jones Identification Card or a debit/ credit card to print in the Library.

Equipment for the Disabled

The library recognizes the rights and needs of people with disabilities to equal access to library materials. Tables in various study areas have been identified to accommodate wheelchairs, including general seating and computer areas.

Visually or physically disabled students who have difficulty obtaining materials from shelves should feel free to ask for assistance from library personnel or student assistants at the circulation desk.

Identification Cards

A Jones Onecard or Alumni Association membership card must be used to check out library materials. Students are issued a Jones Onecard by the college. The patron is fully responsible for items checked out in his or her name. (It is a violation of college regulations to possess or use another person's Onecard.)

Interlibrary Loans

Books and periodical articles not available in the library may be obtained from other libraries and agencies. The library shares resources with other Mississippi libraries and with libraries that participate in OCLC, a regional database. There may be fees charged by the lending library. Please check with library personnel for more information regarding this service.

Lost and Found

The Circulation Desk serves as the Lost and Found location within the library. Valuables that are not claimed are turned into the Student Affairs office in the Administration building.

Orientation to the Library

Patron orientation to the library and its services is provided to all Comp II classes and to other faculty and students upon request. Patrons may request individual assistance at the circulation desk.

Study Areas

With the exception of the Periodicals Room, the library has been designated as an Individual Study Area. No noise of any sort is permitted in the Individual Study Areas. Groups sitting together and talking in these areas will be asked to move to the Periodicals Room. Groups may sit together and speak in low tones in the Periodicals Room as long as they do not disturb others in the area.

Library personnel will be the final judge in such cases.

Computers

Personal computers with Internet access are available in the library. First priority for use of this equipment goes to JCJC students, faculty, staff, and current alumni. If there are open computers available, community members are welcome to use them as well. Computer equipment is accessible to the disabled. Individual software programs cannot be loaded onto these computers.

Wireless Internet access is available within the library.

Other Regulations

The library reserves the right to inspect any packages leaving the building. If the security gate alarms as you enter or exit the library, please go to the circulation desk.

Since a misshelved book is a lost book, students are asked to place library materials on book trucks located throughout the library. Trained personnel will then reshelve these items.

Night classes are asked to complete library work by 9:45 p.m.

CIRCULATION RULES AND PROCEDURES

Eligible Patrons

JCJC students, faculty, and paid alumni members are allowed to check out materials from the library. Other patrons may use materials within the building. This restriction is designed to ensure that the college's primary patrons, students and faculty, have access to needed materials.

General Collection

Books may be checked out for a period of two weeks and may be rechecked for another two weeks. In order to recheck a book, the book must be brought back to the library. Students are requested to limit their checkouts to ten items per person. Night patrons should complete their checkouts before 9:45 p.m. Materials may not be checked out over semester breaks.

Patrons with a valid Jones Onecard or Jones Alumni Association membership card should bring items to the Circulation Desk on the first floor of he library for checkout. Patrons with overdue materials will not be allowed to checkout additional materials.

Reserve Collection

Faculty members may reserve items for use by their students. The materials will be shelved behind the circulation

desk. Reserve materials are checked out for a two-hour period and must be used only in the library.

Reference and Periodicals Collections

Reference books, magazines, and bound periodicals may not be checked out of the library.

FINE POLICIES AND PROCEDURES

All items not returned by the stamped due date are considered overdue. Fines accumulate as listed below. No fines will be charged for days the library is closed. Students are responsible for the replacement cost* and a processing fee for any items not returned to the library. *(See page 12 for more information regarding fines and processing fees for various types of items.)* If fines are not paid in the library, this will be charged to the student's account through the Business Office.

Hardback book, Pamphlet, or Vertical file material: 10 cents per day

Reserve material: 10 cents **per hour**

*If replacement cost cannot be determined, an average replacement cost for that type of material will be charged. The processing fee is not refundable.

Students must return all books and pay fines before transcripts will be mailed to other colleges or before refunds will be issued. Students with overdue books or fines will not be permitted to check out additional materials.

LIBRARY COLLECTIONS

General Book Collection

The majority of items owned by the library are in the general circulating collection. Both fiction and non-fiction materials are available and are cataloged by the Dewey Decimal System. Oversized books that will not fit in regular shelving are housed in the last section of the general collection on the second floor.

Pamphlets

Pamphlets are housed in the Mississippi Room. Pamphlet call numbers begin with PA.

Archives

School catalogs, yearbooks, and newspapers, and other genealogical materials are shelved in the archives section. Ask at the circulation desk for information regarding use of this collection.

Mississippi Collection

Materials related to Mississippi and Mississippians, including vertical file materials and pamphlets, are housed in the Mississippi Room located on the second floor. These items may be checked out for two weeks.

Pamphlets, brochures, and newspaper clippings on a limited number of subjects related to Mississippi are kept in the vertical file (VF) in the Mississippi Room. The Vertical file call numbers are MISS VERTICAL FILE. These files are included in the online catalog.

Genealogical items related to Mississippi are now located in the Archives located on the first floor near the Circulation Desk.

Periodicals

Magazines. The library subscribes to numerous magazines and journals which are located in the Periodicals Room on the first floor. The online catalog can be used to determine which magazine titles and specific issues the library owns. Bound and current issues are shelved alphabetically. Patrons are asked to place magazines at designated locations in the Periodicals Room for reshelving.

Microforms. Selected periodical titles are also available in microform format, which consists of rolls of film and/or microfiche sheets. The cabinets for storing microforms are located in the Periodicals Room. A microform reader is available in the Archives which allows patrons to view and print items from various types of microforms. Library personnel are available to assist in the use of this equipment. Microforms cannot be checked out.

Newspapers. The library subscribes to national, state, and local newspapers of interest to our area. These may be found in the cabinet next to the circulation desk but may not be checked out. The library generally retains back issues for three months. Some titles are also available on microfilm. Many newspaper articles can be found in full-text through our online databases also.

Indexes. Periodical indexes covering a wide variety of subjects are available both online and in print. The online indexes. Print indexes cannot be checked out.

MEDIA COLLECTION

Audio-visual materials are housed in the Periodicals Room, located on the first floor. Over 1,700 items in this collection are available for student and faculty use including items useful for studying, as well as classical movies, musicals, and nature videos. Students may check out audio-visuals not currently needed for classroom use or that are not on reserve. A valid Jones Onecard must be presented for checkout. Checkout periods are listed below.

Important codes used in the Media collection are noted below.

Media Codes and Checkout Periods:

Code	Material Type	Checkout Period
CD	Compact Disc	1 week
DVD	Digital Video Disc	2 days
RESERVE	Digital Video Disc	2 hours inside library only

If an item is lost or is not returned, the user is responsible for the replacement cost of the item plus a non-refundable processing fee.

Fines for Media items overdue or lost are listed in the chart on the following page.

The materials in the media collection are listed in the library's online catalog and are arranged by Dewey Decimal classification system based on their format.

See below for further information regarding the classification system and location of items in the library.

CLASSIFICATION SYSTEM

The Dewey Decimal Classification System is used for cataloging books. This widely used system divides knowledge into ten categories as listed below. All of our non-fiction books that are available for checkout (excluding Archives) are located on the 2nd floor.

Numerical Classification	Subject Area
000-099	General Works
100-199	Philosophy
200-299	Religion
300-399	Social Sciences
400-499	Languages
500-599	Pure Sciences
600-699	Technology
700-799	The Arts
800-899	Literature
900-999	History

Code	Section	Location	Checkout Period
B	Biography	2nd floor	2 weeks
F	Fiction	2nd floor	2 weeks
R	Reference	2nd floor	Cannot be checked out
VF-Miss	Mississippi Vertical Files	2nd floor	2 weeks
Oversized	Oversized Volumes	2nd floor	2 weeks

Other codes in Terrell Tisdale Library:

FINES AND LOST ITEMS

Any items owned by the library and not returned by the stamped due date are subject to fines. Users are responsible for charges for any items LOST or not returned to the library in a timely manner. If an item is lost, the user is subject to charges for the replacement cost and corresponding processing fee based on the type of item that was not returned to the library. If an actual replacement cost cannot be determined, an average replacement cost for that type of item will be charged. The following is a breakdown of fines and processing fees for lost items:
*denotes processing fee

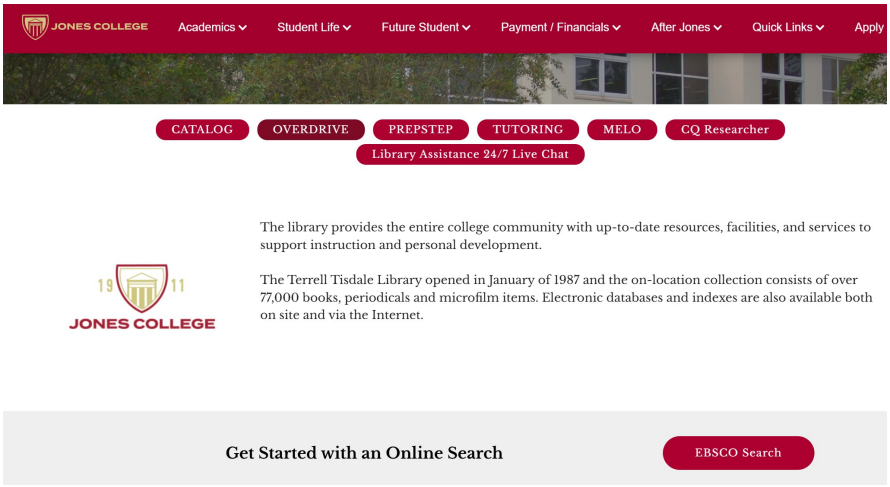
Item Type	Fine	Maximum Fine	Charges for Lost Item
Hardback Book	10 cents per day	$5.00	Replacement Cost + $5.00*
Reserve Material	10 cents per hour	$5.00	Replacement Cost + $5.00*
Pamphlet	10 cents per day	$0.50	Replacement Cost + $3.00*
Vertical File Material	10 cents per day	$0.50	Replacement Cost + $3.00*
Videos or DVDs	$1.00 per day per title	$10.00	Replacement Cost + $5.00*
Other Audio-visuals	$0.10 per day per title	$5.00	Replacement Cost + $5.00*

Electronic Library Services

Ebsco Discovery Service

⇒ www.jcjc.edu/library

- Click on Ebsco Search
- Contact Library for password assistance.
- Ebsco Discovery Service allows students, faculty, and staff to conduct an "all-in-one" type search through a variety of available databases.
- Many items are available in full-text format.
- Articles can be downloaded, emailed, printed, and more.
- Direct links to articles are available.
- Source citations from a variety of citation styles are available in a copy-and-paste format.



Electronic Library Services

CQ Press Library

Created and hosted by CQ Press, the CQ Press Library is the definitive reference resource for research in American government, politics, history, public policy, and current affairs. These reference products offer researchers—whether students, scholars, professionals, or interested citizens—a range of tools for discovering and understanding CQ Press's authoritative content. CQ Press Library includes the online version of the award-winning CQ Researcher, the choice of librarians and researchers for more than ninety years. It features US Political Stats – an interactive tool for data on US Politics. Also available are four subject-specific reference databases: Congress Collection, Supreme Court Collection, Public Affairs Collection, and Voting and Elections Collection, each a destination of its own. With enhanced content and advanced search functionality, CQ Press Library offers online editions of four essential reference books: CQ Almanac, Political Handbook of the World, Politics in America, and Supreme Court Yearbook. CQ Press Library also includes the foundational reference resource, CQ Press Encyclopedia of American Government; and an online version of CQ Magazine, offering complete coverage of Capitol Hill.

Accessible through the MELO tab located on the Library webpage.

Issues & Controversies

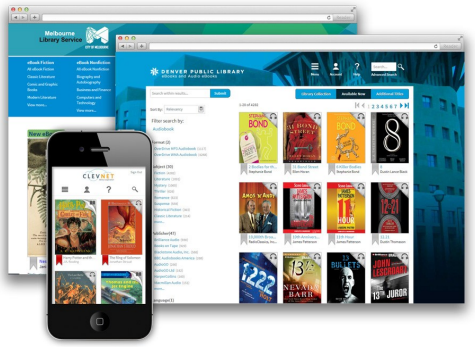
To help students, researchers, and readers understand the critical issues we face today, Issues & Controversies explores and analyzes hundreds of hot topics in politics, business, government, crime, law, energy, education, health, family, science, foreign policy, race, rights, society, and culture. Updated weekly, with a wire-service newsfeed providing the latest headline stories, Issues & Controversies offers in-depth articles designed to inspire thought-provoking debates and research papers. Since its inception in 1995, Issues & Controversies has been a core student and educator resource for understanding and writing about contemporary events and conflicts, as well as for debate prep.

Accessible through the MELO tab located on the Library webpage.

Electronic Library Services

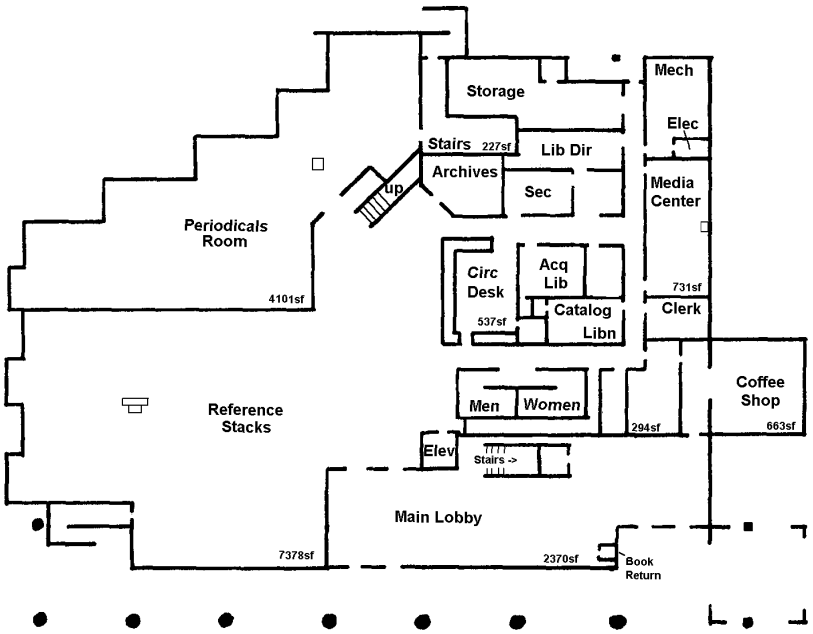
OverDrive

- **24/7 Access:** Students, faculty, staff and alumni with Jones ID have electronic access to popular titles
- **Formats:** electronic books and audio books availalble
- **Features:** No checkout lines or late fees
- **Compatability:** Most electronic reading devices and PCs can be used with this service.
- **App:** available for iOS, Android, Chromebook, Mac OS, Windows, and Windows Phone

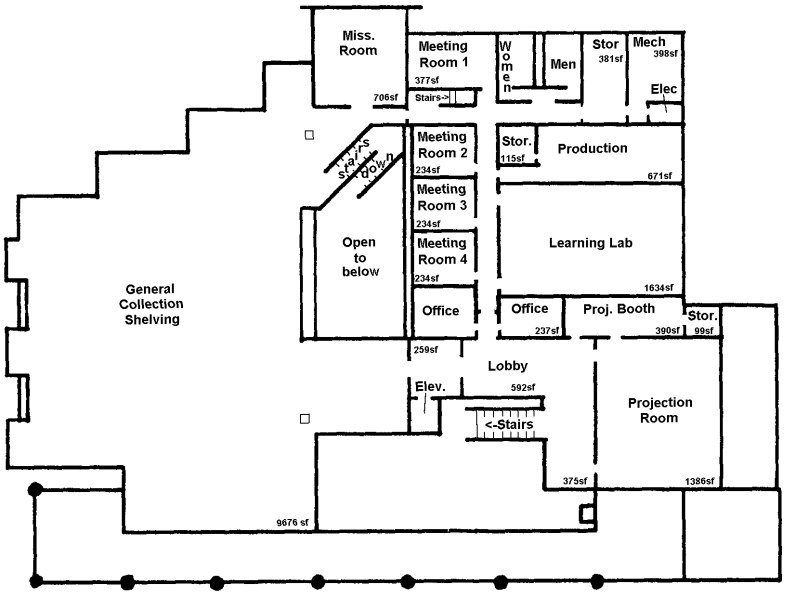


Films on Demand

- **24/7 Access:** instant streaming access to outstanding documentaries, award-winning educational films, independent films, and helpful instructional videos from the library, classroom, dorm room, or any location with Internet access
- **Features:** Create playlists for entire videos or segments, can be integrated into various software programs, ready availability of source citation
- **Compatability:** All videos are iPad, PC, Mac, Android, mobile, and interactive whiteboard friendly.
- Contact Library for password assistance.
- Includes videos from the following producers and more:



Terrell Tisdale Library
1st Floor



Terrell Tisdale Library
2nd Floor