

Mary F. Shipper Library

Fall 2014



Potomac State College of WVU

103 Fort Avenue
Keyser, WV 26726-2697

Phone:(304) 788-6901

Fax: (304) 788-6946

<http://www.potomacstatecollege.edu/academics/library>

STAFF

MAP - GROUND FLOOR

GARDNER, JILL LEE. Librarian.1 (1992-)
 (Administration, Cataloging)
Library Technical Assistant III (1986-1992)
 Phone: (304) 788-6902
 Email: JLGardner@mail.wvu.edu

BANE, LINDA CELET. Assistant College Librarian (1990-)
 (Reference, Interlibrary Loan, Bibliographic
 Instruction) (Hours - Sunday-Thursday 1-9 pm)
 Phone: (304) 788-6903
 Email: LCBane@mail.wvu.edu
 Reference questions: Reference_PSC@mail.wvu.edu
 Interlibrary loans: ILL_PSC@mail.wvu.edu

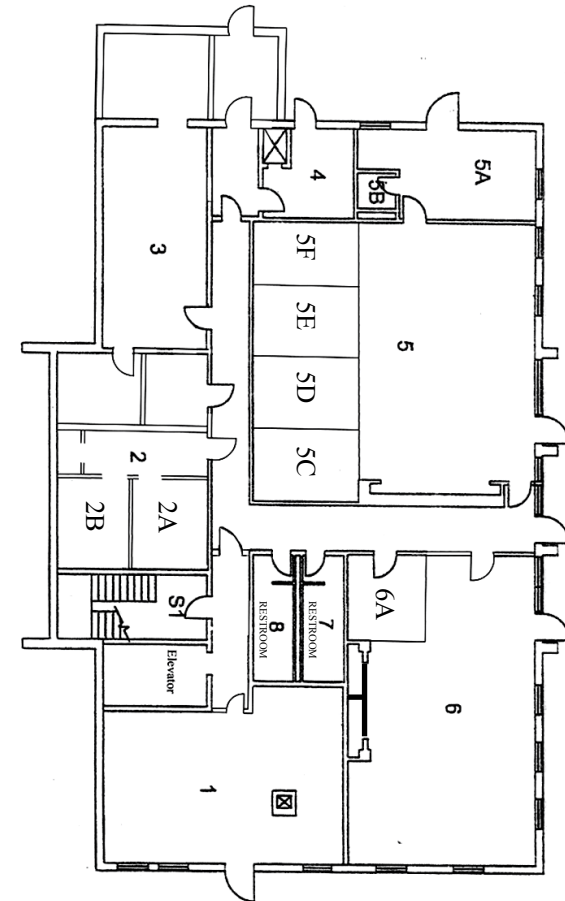
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WEBER, KATHLEEN. Library Associate (1984-)
 (Technical Services, Student Workers, Acquisitions)
 Phone: (304) 788-6907
 Email: KSWeber@mail.wvu.edu

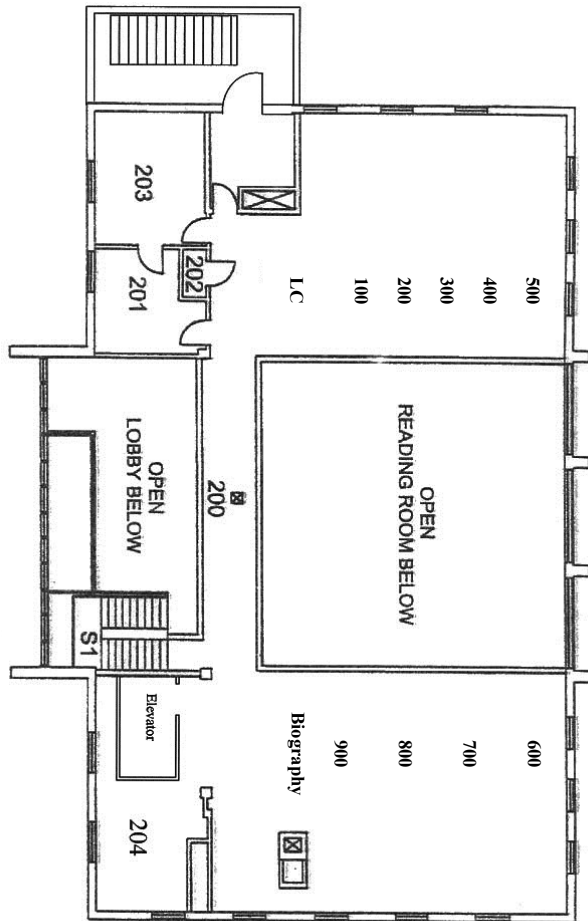
MCGUIRE, PATRICIA. Library Technical Assistant II (1984-)
 (Media and Archives)
 Phone: (304) 788-6905
 Email: PSMcguire@mail.wvu.edu

KLINE, VIRGINIA. Library Technical Assistant II (2012-)
 (Access Services)
 Phone: (304) 788-6904
 Email: Virginia.Kline@mail.wvu.edu

MILLER, DAVID. Library Technical Assistant II (2012-)
 (Access Services)
 Phone: (304) 788-6906
 Email: DHMiller@mail.wvu.edu



1 Physical Plant Area	5E Lynn Laird-Professional English Tutor
2A Disability Services	5F Jennifer Jones-Professional Science Tutor
3 Archives	6 ASC-Computer Lab
4 Library Storage	6A Molly Bennett-ASC Coordinator
5 ASC-(Academic Success Center) Common Study Area	
5C Sam Hawkins-Professional Math Tutor	
5D Jaynie Gilbert-Academic Coordinator	



201 & 203 Fiction
 204 Display Area

*LC - Library of Congress Classification System
 000 - 900 Dewey Decimal Classification System*

**WELCOME TO THE
 MARY F. SHIPPER LIBRARY
 POTOMAC STATE COLLEGE OF WVU**

REGULAR HOURS

Monday - Thursday 8:00 am - 9:00 pm
 Friday 8:00 am - 4:30 pm

WEEKEND HOURS

Sunday 1:00 pm - 9:00 pm

If classes are cancelled due to **inclement weather**, the Library hours will be 12:00pm-4:30pm, providing staff can safely arrive on campus.

SUMMER HOURS

Monday - Friday 8:00 am—4:30 pm

ALL OTHER CHANGES ARE POSTED

WVU ID is required to checkout materials.

The patron is responsible for all materials checked out.

If you do not have a PSC ID, you must show a photo ID & a copy of your schedule with assigned student ID number included.

No materials are checked out if you have overdue materials or other Library obligations.

WVU/photo ID is required for all in-house use (reserves, Media Area) of the Library. Check-outs require a WVU-ID.

CELL PHONES

Please turn off or silence cell phones when entering the Library. Use entrance lobby for short and quiet calls only. All other calls must be taken outside.

FOOD & DRINK

Allowed on main floor only, **NOT in computer area**

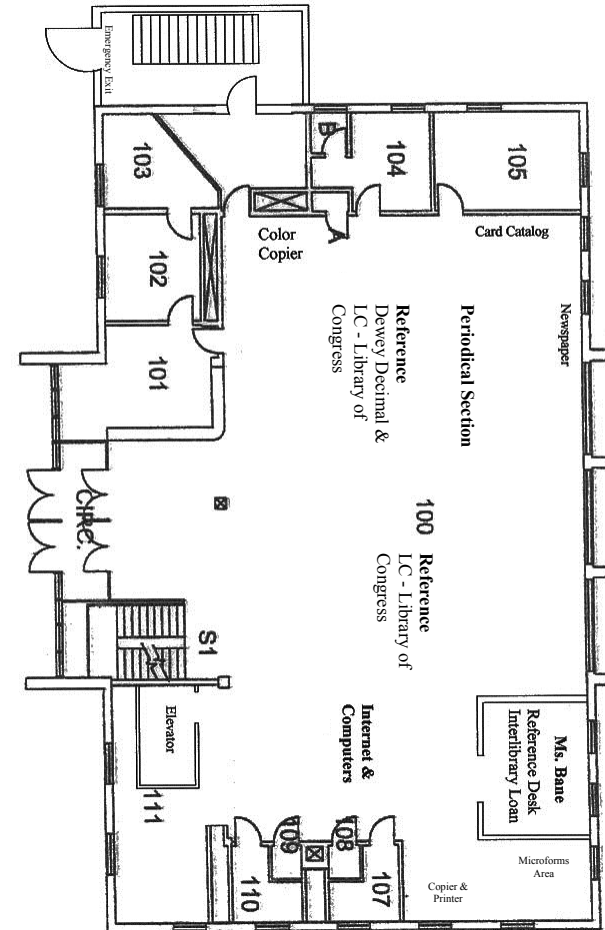
NOISE POLICY

All patrons are requested to speak softly to ensure a quiet study atmosphere. Group study space is available downstairs in the Academic Success Center.

CHILDREN IN THE LIBRARY

The Mary F. Shipper Library desires to maintain a collegial atmosphere conducive to learning for all students. In order to comply with safety regulations, the following rules apply.

- * All children of students, guests and employees of the College must be under direct supervision of a parent or guardian at ALL times. Children are prohibited in areas where the day-to-day business of the College is Conducted (office space).
- * All children, under the age of eighteen and not college students, must abide by the rule of parental guidance noted above.



<p>100 Main Floor</p> <p>101 Access Services Desk- Mrs. Kline & Mr. Miller Checkouts/Reserves</p> <p>104 Office - Mrs. Weber Acquisitions/Tech. Services</p> <p>105 Office - Mrs. Gardner Administration/Cataloging</p>	<p>105 Office - Mrs. Gardner Administration/ Cataloging</p> <p>107 Men's Restroom</p> <p>110 Women's Restroom</p> <p>111 Office - Ms. McGuire Media Services/Archives</p> <p>Office Main Floor - Ms. Bane Reference/Computers</p>
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MATERIAL AND EQUIPMENT

1. Used for **educational use only** and with approval of Media Librarian
2. **Mandatory 24-hour advance notice for scheduling of equipment**
3. WVU Photo ID required

LOST MATERIALS

Audio-visuals replaced at current cost to Library (minimum of \$50.00)

CD DUPLICATION

(Must comply with copyright regulations)

1. Ask in Media and Archives Area
2. Free duplication for educational purposes (you must furnish CDs)
3. CD copies take a minimum of 24 hours
4. The Library is not responsible for any damages done to your CDs.

LAMINATING

1. Laminating sheets can be obtained at the Service Office in the Administration Building.
2. Ask in Media and Archives Area
3. 24-hour notice for laminating
4. Free laminating for educational purposes

PUNCH & BINDING

1. Ask in Media and Archives Area
2. 24-hour notice
3. Free for educational purposes

MICROFORMS

1. Microform machine located on main floor of library by Ms. Bane's office.
2. Microform Scanner information can be saved to your personal USB drive.

CIRCULATION POLICY

BOOKS

1. 14-day loan period except end of semester
2. Item is renewed twice unless on hold
3. 25 cents per day fine (\$7.50 maximum fine)
4. \$5.00 fee if returned without bar code

PERIODICALS / JOURNALS / NEWSPAPERS

Print collections can be found on the main floor of the library. Materials do not circulate. We also have an extensive collection of online resources. See library staff for details.

RESERVE MATERIALS

1. Most reserves do not check out. Ask at Access Services Desk
2. Over-night reserve materials can only be checked out one half-hour prior to Library closing
3. Must be returned one half-hour after the next day's opening
4. 25 cents per hour fine

VERTICAL FILES/REFERENCE

1. Ask Librarian for these items
2. In-Library use only, copy machine available.
3. Return to Access Services Desk when finished

LOST MATERIALS

1. Replacement cost is verified by technical services staff (Paperback copies do not replace hard cover copies)
2. *Out-of-print materials* - minimum \$50.00
3. \$20.00 processing fee charged

Fees for damaged/lost materials must be resolved with the Librarian at the Access Services Desk and Technical Services Department. Overdue fines include holidays and weekends. Place materials in the book return located on front of building. WVU-ID is mandatory for checkouts.

The Potomac State College of WVU computer network is part of the West Virginia University computer network and is subject to West Virginia University OIT policies and guidelines. A complete list of computer policies can be found at <http://oit.wvu.edu/policy/>.

Internet computers may shut down automatically, so please bring a USB drive to save your work. Any work saved to hard drive of computer will disappear.

INTERNET COMPUTER ACCEPTABLE USE POLICY

1. Computers are for **student** use only.
2. Students must **bring a USB drive with them or e-mail the file to themselves** if they wish to save their work. Security software erases all files stored on the hard drive.
3. Session limitations of 1 hour apply when others are waiting.
4. Please use headphone when using a sound site. Keep volume down to protect your hearing and not to disturb person seated next to you.
5. Exit out of each program when finished. If you are concerned about your privacy, reboot the computer.
6. Only two people per computer.
7. Report all problems immediately to Ms. Bane or the Access Services Desk

COMPUTER MISUSE

Library follows guidelines set in the *Student Handbook*. (7.9 Computer Usage/OIT Policies)

(http://www.potomacstatecollege.edu/campus_life/2014-Student-Handbook.pdf)

INTERLIBRARY LOANS

1. For materials not available at PSC, ask Ms Bane in the Reference and Interlibrary Loan Office.
2. Fill out an ILL request form online.
3. WVU-ID and a MIX e-mail address are required
4. Allow 2 weeks for delivery
5. Overdue ILLs are 50 cents per day and any fees charged by the lending library
6. Chronic lateness results in the loss of ILL privileges

FAX MACHINE

1. Ask at Access Services Desk
2. FAX number is 304-788-6946

COPIERS (Must comply with copyright regulations)

1. Black and White Copier (located in the corner of the library by exit door)
5 cents per (8 ½ x 11) run using nickels, dimes and quarters
2. Color Copier
50 cents per run – Ask at Access Services Desk
You must provide your own laser photo paper, if required. (inkjet paper is not colorfast)