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### Multimedia Services

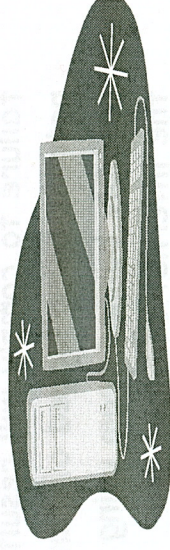
- ♦ CD-ROM services
- ♦ Use of white board in study room 1 & 2 for group work
- ♦ Use of radio cassette recorder
- ♦ Spiral binding services — Only for A4 (letter size) paper

### Online Journals: Ebscohost Data-base



## SVGCC LIBRARY—DASGS

### Policies and Procedures Regarding Internet and Multimedia Services



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#### MISSION STATEMENT

To make available in an efficient and effective manner the resources which will enhance the knowledge base and research capabilities of our patrons.

The following policies and procedures will govern Internet and multimedia services at patron computer workstations at the SVGCC—DASGS

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SVGCC Library—DASGS


Villa Flat

Phone: 784-457-4503

Email: [library@dasgs.svgcc.vc](mailto:library@dasgs.svgcc.vc)







1. Internet access is for academic purposes ONLY. Access to messengers services, gaming of any kind, Face book, etc is denied, failure to comply will result in patrons being logged off and possibly banned from using the internet service.

4. Each patron may utilize up to one (1) hour per day.

This may be taken as follows:

- two (2) consecutive 1/2 hour slots, or
- two (2) 1/2 hour slots booked independently during the day.

8. Only one patron is allowed per computer; therefore students would not be allowed to stand over, or sit beside the user of an internet terminal.

9. Students are not allowed to stand or sit behind the Reference Librarian's Desk.

2. CD-Rom service has been introduced. Please check online catalogue to identify CD resource, fill out Information Request Card at Circulation Desk. Please refer to Reference Desk for further details.

5. Advance booking will be done on a daily basis only.

6. A fifteen minute "grace" period will be observed, after which bookings may be cancelled.

10. Patrons with fines and or overdue material will be denied Internet access.

11. Patrons are asked to download to Flash Drives.

3. A booking system is instituted. Patrons must approach a Library staff member to book time at the computer terminals. This should be done at the Reference Librarian's Station.

7. Patrons may book computer time during the following hours:

Mondays, to Thursdays:

8:00 a.m. — 7:00 p.m.

Friday: 8:00 a.m. — 4:00 p.m.