Main Campus Library (Fort Pierce – 772.462.7600)

<table>
<thead>
<tr>
<th></th>
<th>Spring/Fall</th>
<th>Summer I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7:45 a.m. – 9:00 p.m.</td>
<td>7:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. – 5:00 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 p.m. – 5:00 p.m.</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Dixon Hendry Campus Library Resource Room (Okeechobee – 863.763.8017)

<table>
<thead>
<tr>
<th></th>
<th>Spring/Fall</th>
<th>Summer I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 a.m. – 8:00 p.m.</td>
<td>8:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 4:00 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Pruitt Campus Library (Port St. Lucie – 772.336.6380)

<table>
<thead>
<tr>
<th></th>
<th>Spring/Fall</th>
<th>Summer I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8:00 a.m. – 8:00 p.m.</td>
<td>7:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 1:00 p.m.</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Holidays:
- September 5-7
- November 11
- November 25-29
- December 19-January 3
- January 16-18
- February 26
- May 27-30
- June 2, 2015; July 4, 2016

Main, Pruitt, and Dixon Hendry library facilities/resource room are open in the evenings when classes or exams are in session. If a holiday falls on a Friday or Monday, the Main Campus Library will be closed that Sunday and the Pruitt Campus Library will be closed that Saturday.

Chastain Campus Morgade Library (Stuart – 772.463.3245)

<table>
<thead>
<tr>
<th></th>
<th>Spring/Fall</th>
<th>Summer I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Friday</td>
<td>10:00 a.m. – 5:30 p.m.</td>
<td>10:00 a.m. – 5:30 p.m.</td>
</tr>
<tr>
<td>Wednesday, Thursday</td>
<td>12:00 p.m. – 8:00 p.m.</td>
<td>12:00 p.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Mueller Campus Brackett Library (Vero Beach – 772.226.3080)

<table>
<thead>
<tr>
<th></th>
<th>Spring/Fall</th>
<th>Summer I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Thursday, Friday</td>
<td>9:00 a.m. – 5:00 p.m.</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Tuesday, Wednesday</td>
<td>12:00 noon – 8:00 p.m.</td>
<td>12:00 noon – 8:00 p.m.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Holidays:
These libraries may differ in the holidays that they are each closed. Please consult their webpages for further information.
Library Purpose
The purpose of the Libraries is to support the College's mission by providing dedicated service, effective instruction, welcoming academic environment, and quality resources to the college community.

Student ID Card
Visit Student Services (KSU) to obtain your Student ID card. You will need a copy of your current term receipt.

Library Access
Your Borrower ID number is your Student ID number (do not use hyphens or spaces). Your PIN is the MMDD of your birth. You need to present an IRSC Student ID card or another type of legal identification to borrow materials from the IRSC libraries. If you are using one of IRSC’s joint use libraries, your IRSC Student photo ID and/or paid term bill receipt serve as required identification. Guest library barcodes, for borrowing circulating materials, are also available for our community members.

Library Materials
IRSC students may borrow six books at a time and community members may borrow three books at a time. Books may be borrowed for 21 days at a time. Books may be renewed twice, with the exception of high-demand materials. Renewals may be handled in person, by telephone, or online (http://www.irsc.edu – Click on Libraries). Students may also renew items directly through "My Account" found in the library catalog. IRSC joint use libraries may have different limits.

Book Drops are located at the Main, Brackett, Morgade, and the Pruitt Campus libraries. Books may also be returned at any of the College campuses.

Limited use materials, such as Reserve items, are sometimes loaned for short periods. Some Reserve materials may be checked out for two days, five days, or overnight. These materials are used generally only in the library. Textbooks in the reserve collection may not be removed from the libraries.

Books, government documents, and articles are also available from other libraries within Florida through the Interlibrary Loan system. If the material that you need for your research is not available at any of the IRSC libraries or at your local public library, we will make a concerted effort to obtain it for you from another library. Ask a staff member for assistance or complete an online request form (http://www.irsc.edu – Click on Libraries). Public patrons should utilize their public library for interlibrary loan requests.

The College uses a daily courier service for most of its document delivery needs. Students may request that library materials be sent to a specific campus for pick-up. Interlibrary loan articles will be mailed to your home or sent online (if available in e-format). If you are an eLearning student residing outside of the four counties, please contact the Library Dean (pprofeta@irsc.edu) for delivery options.

Additionally, the libraries in Florida’s public postsecondary educational institutions extend access and borrowing privileges to their resources among currently enrolled students, faculty and staff of public higher education institutions in Florida. You may borrow directly from these institutions; however, you need to have a current Student ID (you may wish to carry your current term paid receipt, too).

If you need to utilize materials that are “in-house” use only, arrangements can be made for you to utilize these materials at the IRSC Campus Library closest to your home. Reference, reserve, and media are examples of such materials.

If you want to suggest an item for purchase, submit a Purchase Request form located on our LibGuides (http://irsc.libguides.com) page under Feedback and Forms.
Overdue Library Materials
Failure to return library materials or an Interlibrary Loan will result in the loss of library privileges, the inability to register for class, and the inability to obtain your transcripts. The IRSC joint use libraries may charge for overdue materials.

Cell Phones
Please put cell phones and beepers on vibrate/mute while in the library. Make and take all calls outside of the library.

Credit Classes
Several research courses are available for college credit to assist you in learning to use online databases, the Internet, and eBooks for your research assignments. Ask a librarian or counselor for more information about LIS1004 Introduction to Electronic Access to Information, LIS2005 Advanced Electronic Access to Information, CGS1130 Electronic Access to Legal Resources, and LIS2004 Introduction to Internet Research.

Food and Drink
Please finish your food and drink before entering any of the College libraries. Food and drink can damage library materials, computer equipment, furniture, and carpeting.

Group Study
Please check with the campus library that you utilize about the availability of student group study rooms. Study rooms cannot be reserved in advance.

Library Guides and Tutorials
The library has publications and tutorials available to assist you in writing research papers and in using the library. Publications are also available online (http://www.irsc.edu – click on Libraries OR http://irsc.libguides.com).

Orientation
Group or individual orientation sessions are available through arrangements with a library staff member. Librarians are also available for individual instruction in research skills, database access, or library use.

Plagiarism and Copyright
IRSC faculty, staff, and students are encouraged to uphold ethical research and writing, as well as to observe the Copyright Law and guidelines. Tutorials explaining the concepts of plagiarism and copyright are located on the Libraries webpage. These tutorials will also assist you in properly documenting your research products.

Reference and Research Assistance
Students may also request appointments with library faculty to obtain reference and research assistance. Assistance is provided in person, by phone, or electronically.

Reserve Collection
Check the Reserve Collection to see if your instructor has placed any books or media on reserve. Materials on Main Campus reserve can be borrowed for two days and Brackett Library reserve for five days. The IRSC joint use libraries may have different reserve arrangements. Textbooks in the reserve collection may not be removed from the libraries.

Resources and Services
<table>
<thead>
<tr>
<th>APA Documentation</th>
<th>Government Documents</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ask a Librarian</td>
<td>Information Literacy Program</td>
<td>Online Catalog</td>
</tr>
<tr>
<td>Books</td>
<td>Interlibrary Loan</td>
<td>Online Databases</td>
</tr>
<tr>
<td>College Archives</td>
<td>Internet</td>
<td>Photocopiers</td>
</tr>
<tr>
<td>Computers</td>
<td>MLA Documentation</td>
<td>Reference Assistance</td>
</tr>
<tr>
<td>eBooks</td>
<td>Magazines and Newspapers</td>
<td></td>
</tr>
</tbody>
</table>

Go to http://www.irsc.edu and click on Libraries
Suggestions, Concerns, or Comments
Please direct your thoughts and concerns to Dr. Patricia Profeta at pprofeta@irsc.edu or 772.462.7590. You may also complete the anonymous survey located on the Libraries webpage under Forms and Surveys.

Computer and Internet Use
Student Information

- IRSC students may logon to Main Campus library computers using their IRSC student ID numbers.
  - If you are a college student from another institution, you are a community member at IRSC.
- Academic and research needs have priority over emailing, chatting, or surfing.
- Gaming is not permitted on library computers.
- Only one person per computer is permitted due to limited work space and the nature of academic work. This work environment extends to the area in front and behind the computer stations.
  - Due to space limitations and noise factors, group work on IRSC computers is best done in computer labs.
- During high use times, library employees have the authority to monitor usage to best meet the academic needs of IRSC students.

Community Information

- Community patrons must be 18 years or older to utilize IRSC library computers. For patrons of high school age and under the age of 18, the parent/guardian must sign documentation approving the minor’s use by showing a legal photo ID and completing a permission form. This permission verifies approval for the student to use unfiltered computers with adults who are students, employees, or community members. All other access is mediated by a library employee.
- Community patrons must show a legal photo ID to obtain a library card.
  - This library card can be used to log on to public computers.
- Computer use is limited to one hour. This time can be extended if no one is waiting.
- Library research needs have priority over emailing, chatting, or surfing.
- Gaming is not permitted on academic library computers.
- Only one person per computer is permitted due to limited work space and the nature of academic work. This work environment extends to the area in front and behind the computer stations.

If you are not an IRSC student and you are under the age of 18, a library staff member will mediate research needs with you (see also bullet one).

Learning Resources Department
Patricia C. Profeta, Ph.D., Dean
pprofeta@irsc.edu ~ 772.462.7590

Main Campus Library – 772.462.7600
Chastain Campus Morgade Library – 772.463.3245
Mueller Campus Brackett Library – 772.226.3080
Okeechobee Campus Library Resource Room – 863.763.8017
Pruitt Campus Library – 772.336.6380

For a list of current library employees by campus location and library, please visit http://www.irsc.edu/, click on Libraries, click on Contact Us.

Library guidelines are subject to change.

Go to http://www.irsc.edu and click on Libraries