

HIWASSEE COLLEGE

Hardwick-Johnston
Memorial Library

User's Guide – 2012

STAFF

Dr. Curtis Chapman, Director
Mrs. Barbara Carringer, Circulation
Dr. Robert Allen, Archivist

HOURS

The library is open Mondays, Tuesdays, and Thursdays from 8:00 a.m. to 8:00 p.m., Wednesdays from 8:00 a.m. to 10:00 a.m. and 11:00 a.m. to 8:00 p.m., Fridays from 8:00 a.m. to 5:00 p.m., and Sundays from 4:00 p.m. to 8:00 p.m. Hours will vary during official Hiwassee College breaks, finals week, and during the summer.

HOLDINGS

The Library collection consists of over 35,000 volumes, back files of over 300 periodicals, and numerous audio/visual materials. The library currently subscribes to over 30 magazines and newspapers as well as several electronic databases (e.g. TEL, JSTOR, Films on Demand, etc.) with indexing and full text for tens of millions of articles in scholarly journals, popular magazines, national newspapers, reference works, and multimedia sources. Access to full text electronic books (over 250,000 titles) is also available. These databases, as well as the library's online catalog and subject guides, can be accessed on/off campus through the library web page found at www.hiwassee.edu/library

COMPUTERS

IBM compatible computers and networked printers are available for current students/faculty/staff. Students may use personal laptops to access their Hiwassee computer usage account through the library's wireless network hub. Visitors who agree to abide by the Hiwassee College *Code of Computing Practice* may be granted certain computer privileges. All patrons must supply a flash drive or other storage device for saving files; visitors must supply or purchase paper for print jobs at 10 cents a sheet.

ARCHIVES

Since August 2010, a project to conserve, catalogue, and publish the archival materials of Hiwassee College has been underway. The archives contain photographs, books, memorabilia, yearbooks, catalogues, etc. that detail the lives, struggles, and accomplishments of the Hiwassee community.

BORROWING PRIVILEGES

The library makes loans to students, faculty, and staff of Hiwassee College who possess a current and valid ID card. Local residents and other visitors are welcome to search, retrieve, and use within the library items from the collection and may be granted certain borrowing privileges.

