

Reserves

Heavy demand items are frequently placed on reserve by instructors and are available at the Circulation Desk. The circulation period is determined by your instructor.

Interlibrary Loan

Materials not found in the library may often be obtained from other libraries. The library does not request non-print or media materials. Ask at the reference desk for more information. Community Borrower Card users must request interlibrary loans through their local public library.

Textbooks

The library does not generally house textbooks.

Photocopy Service

There are three self-service photocopy machines located in the southwest area of the Library/Media Center near the periodicals department.

Change

Change is available at the Circulation Desk. We are unable to change bills larger than \$10.00.

Study Rooms

Quiet study rooms are located near the Media Center.

Lost and Found

All items found in the library are sent to Lost and Found in the Security Office located in the Student Union.

Smoking

Smoking is not permitted in the library.

Food

Eating and drinking are not permitted in the library. The Student Union provides vending machines and a cafeteria.

Telephone

A pay telephone is located in the exit lobby of the library. Library/Media phones are for business use only.

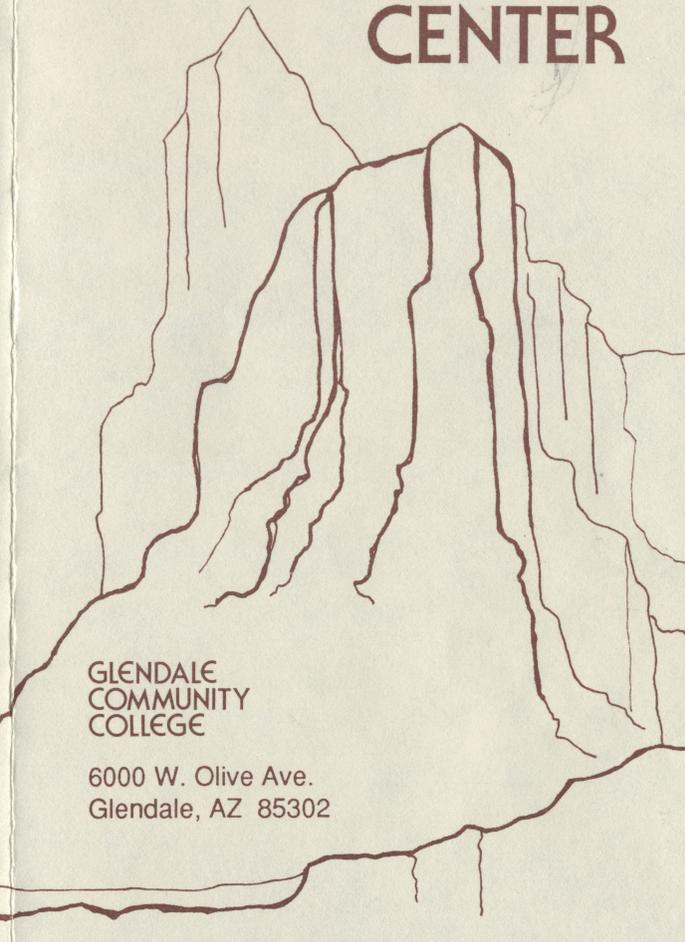
Restrooms

The women's restroom is located in the northwest corner of the Library/Media Center. The men's restroom is located in the northeast corner.

Useful Numbers

General information recording	435-3100
Circulation/overdues/debts	435-3109
Director	435-3101
Media	435-3115
Periodicals	435-3126
Reference office	435-3114

John F. Prince LIBRARY/MEDIA CENTER



GLENDAL
COMMUNITY
COLLEGE

6000 W. Olive Ave.
Glendale, AZ 85302

Hours

Monday - Thursday	7:00A.M. - 10:00 P.M.
Friday	7:00A.M. - 4:30P.M.
Saturday	9: 00 A.M. - 4 :30P.M.
Sunday	closed
Summer and holiday hours vary.	

The Library/Media Center Provides

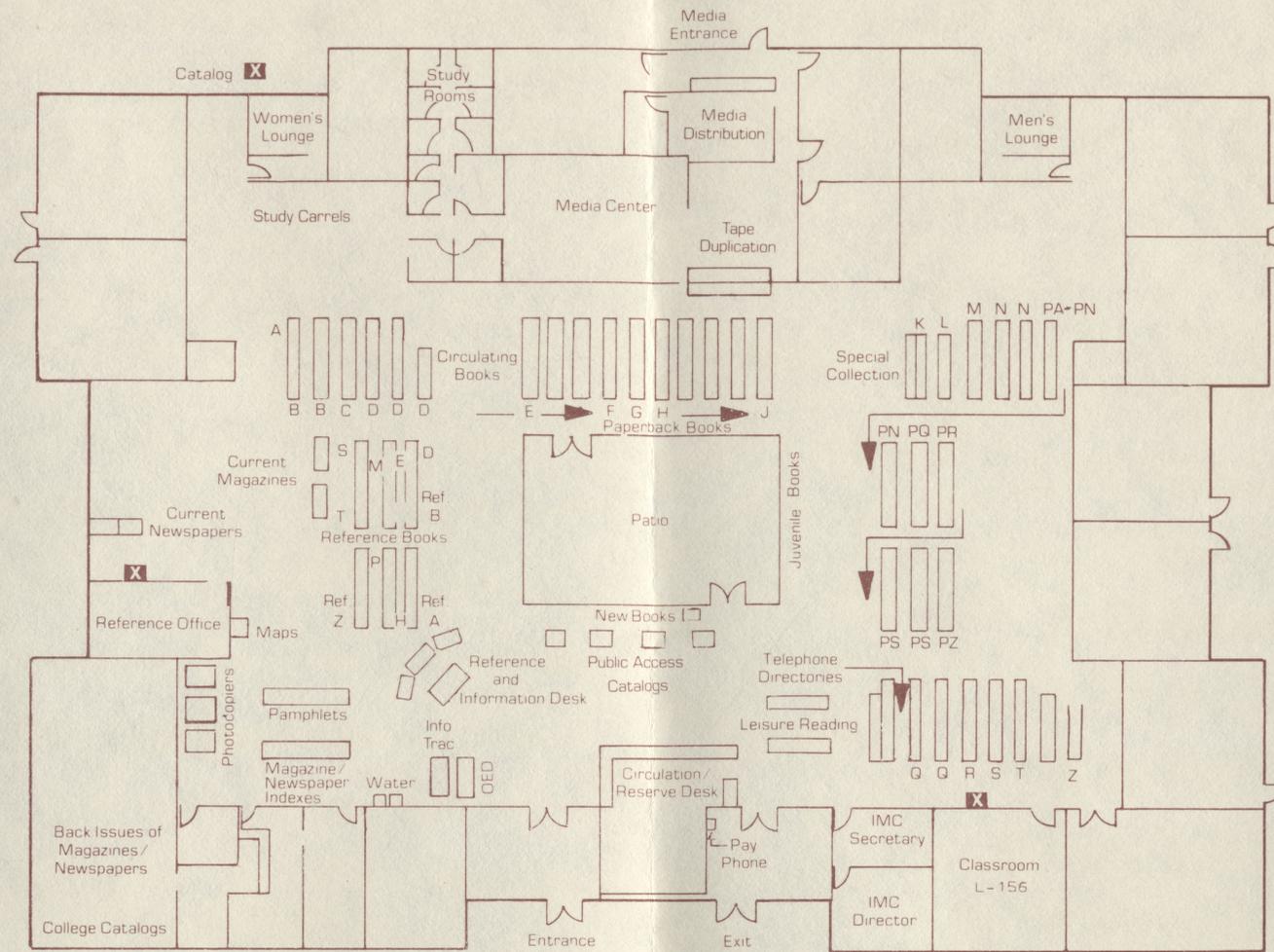
Books	Audio visual materials
Magazines	Photocopy machines
Newspapers	College catalogs
Pamphlets	
Maps	

Purpose

The Library/Media Center is intended to provide resources to support the teaching and research needs of the college community. Library facilities are also available to members of the community. We provide a quiet atmosphere for study and ask that you cooperate in helping us to achieve this. The Student Union provides areas for socializing.

Library Cards

Picture ID cards are obtained at the time of registration and are accepted at all Maricopa Community Colleges. Present your current GCC picture ID card at the circulation desk to be validated. ID cards are not transferable. Borrowers are responsible for any use of their library card, unless reported lost. Adults over age twenty-one not currently attending Glendale Community College, and those taking non-credit courses, may obtain Community Borrower Cards. The Community Borrower Cards will have some limitations.



STUDENT MAP

LIBRARY/MEDIA CENTER

8/89

Loan Periods

Books	Two weeks
Magazines	Library use only
Newspapers	Library use only
Pamphlets	Varies
Reserve materials	Varies
Media materials	Media Center use only

Checkout Procedure

Present a valid student ID or Community Borrower Card at the circulation desk to check out materials.

Renewals

Materials may be renewed once unless another person has requested the items. Renewals must be requested in person at the circulation desk.

Return of Materials

Book returns are located outside the exit door of the library and at the circulation desk. Return reserve materials to the circulation desk.

Overdues and Debts

Fines are assessed for overdue materials. All borrowers are responsible for lost and damaged library material and will be billed for replacement and processing costs. Debts are posted on all unreturned material.