

## Library Services

Indian Hills Community College

### The Collection

The IHCC Library collection includes approximately 60,000 volumes, representing many different subject areas.

### Circulation of materials

You must have a student ID or a borrower's card to check materials out of the library. Books may be checked out for three weeks. Audio-visual materials may be checked out for one week. Materials may be renewed by phone (641) 683-5199, e-mail ([library@indianhills.edu](mailto:library@indianhills.edu)) or at the circulation desk using your student ID or library card.

### Responsibilities of library users

You are responsible for all materials checked out on your ID/library card. Please notify the library staff immediately if your card is lost or stolen, or if you have a change of name or address.

### Student ID card

Student ID cards are available at the library. Students must be registered for classes and present a current photo ID such as a driver's license to receive an ID card. Replacement ID cards are available for \$10.

### Borrower's cards

Community user cards are available for the public. Stop by the circulation desk and fill out a registration form to receive a card.

### Fines

Fines will be charged for overdue materials. Books are 25 cents per day per book, up to \$5. Audio-visual materials are \$1 per day. Patrons will receive an invoice for materials that are four weeks overdue.

### Interlibrary loan services

Books and periodical articles may be borrowed from other libraries for use. For additional information, contact a library staff member. You can fill out an online request for a book or periodical article through interlibrary loan.

### Reference materials

The reference collection includes bibliographies, dictionaries, encyclopedias, atlases, handbooks, and almanacs. The notation "Ref" on the call number in the card catalog designates reference materials.

### Library Instructional Tours

Instructors often bring students to the library for instructional sessions. Students are shown various reference materials useful in their research, as well as the online databases the library subscribes to. Instructors can schedule these sessions by calling Cheryl on the Ottumwa campus at (641) 683-5178 or Deb on the Centerville campus at (641) 856-2143.

### Photocopying

A coin-operated photocopy machine is available in each of the IHCC libraries. The cost of copies is 10 cents per page.

### Reserve materials

Instructors often place books or other materials on reserve for their students. These may be checked out at the circulation desk. Most of the materials are for in-library use only. They may be photocopied at the copy machine.