

Clarendon College Vera Dial Dickey Library

Library Purpose

The purpose of the Clarendon College Library is to support the college curriculum and provide library services and resources to all Clarendon College students and faculty regardless of location.

Library Mission

The mission of the Clarendon College Vera Dial Dickey Library is to provide resources and services to support the academic curriculum and to assist all library users in the development of lifelong learning and information literacy skills. The library staff focuses on meeting the users' needs, providing learning opportunities, fostering relationships, supporting academic disciplines, and participating in the teaching process by assisting in information access and library instruction.

Off-Campus Library Services

Harrington Library Consortium (HLC)

HLC is a computerized cooperative library network established to meet the informational and research needs of library users. It consists of over 100 public, academic, and school libraries providing a collection of over 3 million items. To check out materials from any of the libraries, users must have a valid HLC library card and be in good standing with the HLC libraries. It is the responsibility of the borrower to satisfy any financial obligation incurred at the lending library. Clarendon College will place a hold on a patron's record until the fine is cleared and/or materials returned to the lending libraries. We cannot accept money for payment of fines that are due at another library, and we cannot accept materials that belong to another library; they must be returned to the appropriate library.

Library Card

Students are encouraged to register their Clarendon College Library Card. All Clarendon College students receive a library card as part of their tuition; the library card is part of the student ID card. Students at the Pampa Center can register their library card at the main office of the Pampa Center. Clarendon College library cards are accepted at all participating HLC libraries, and must be presented at time of checkout. Students without a Student ID are encouraged to use the library by presenting a valid participating HLC member library card or TexShare Library Card. The public libraries in Amarillo, Childress, Clarendon, and Pampa are members of HLC.

Affiliation Agreements

Affiliation agreements with other libraries and agencies are used to enhance the resources and services available to Clarendon College students and faculty. These agreements are not used by the library to avoid responsibility for providing adequate and readily accessible library resources and services. In the event of the public libraries not being able to provide the proper services and resources students need for their college courses,

please notify the Clarendon College Library staff. Formal agreements are formalized and annually evaluated by the library director.

Loan Periods

At the Clarendon College Library books are checked out for two weeks, reserve materials for two hours, videocassettes and DVDs for three days, and CDs and magazines for one week. Reference materials do not check out; they are in library use only. The loan periods for Interlibrary Loan materials are set by the lending library. Loan periods may vary by library.

Renewals

Renewals are available upon request. Policies on this vary by library. Books may be renewed in person or by phone; see the appropriate number below:

Clarendon College Library: (806) 874-4815

Lovett Memorial Library in Pampa: (806) 669-5780

Childress Public Library: (940) 937-8421

Amarillo Public Libraries: Downtown/Central Library: (806) 378-3054

Southwest Branch: (806) 359-2094

North Branch: (806) 381-7931

Northwest Branch: (806) 359-2035

East Branch: (806) 342-1589

Library Instruction/Orientation

Faculty and students may request group or individual library instruction sessions at any time throughout the semester. Faculty will need to give the librarian doing the class presentation at least a one week notice, in order for the librarian to prepare for the presentation. The instruction sessions are designed to inform students of how to use the online catalog and databases. PowerPoint presentations have been created over the online catalog and databases for off campus and online student convenience. PowerPoint presentations are located on the Clarendon College Library's webpage. Librarians at any of the HLC librarians can assist students on a one-on-one basis in the library.

Faculty Reserve

Faculty may request the library to hold non-library materials for student use. Faculty reserves are kept at the Circulation Desk or on display in the Clarendon College Library. Faculty reserve materials must be used in the library. Examples of what may be placed on Reserve include: course readings, personal copies of books, articles, pamphlets, class assignments and lecture notes. Reserves are accepted throughout the semester and must be removed or evaluated for continuation at the end of the spring semester. Faculty may have reserve material available at the Public Library.

Interlibrary Loan (ILL)

Materials not available in the Clarendon College Library or home public library may be requested through Interlibrary Loan by contacting the Clarendon College Library or filling out a request form on the Clarendon College Library's website. The requesting library patron must have a library card that is in good standing. This service generally

takes 2-8 weeks and delivery by the date requested is not guaranteed due to the lending library's ability to fill the request. Books and other material, depending on the library, may be requested from other libraries and mailed to the main campus at no charge. Requesting ILL material at a local library may have a shipping fee with this service, depending on the Library. To ensure proper check-in and return of material to the lending library, return all interlibrary materials to library staff.

InterCampus Library Loan Service (ICLL)

This service is currently for the Pampa Campus students only. Off-campus library users are encouraged to check out materials from the college library. Students can request books online with their registered student ID/library card. Students can register their library cards at the main office in Pampa or the Clarendon College Library in Clarendon. Once the request is received the item will be mailed to the Pampa Center's main Office for student pick up. Students must show their student ID when picking up the item. Items will be checked out to the students for two weeks. Students may call 806-874-4815 or email pamela.reed@clarendoncollege.edu to renew their items for another two weeks. When ready to return the item, just drop it off at the Pampa Center's main office. Students will be responsible for any late fees on the item checked out to them. Items not returned or fees not paid will cause a hold to be placed on the student's record at the end of the semester.

TexShare Library Card

Clarendon College, along with other academic and public libraries in Texas, participate in a state funded program established to allow participants to share resources. TexShare libraries have agreed to extend free reciprocal borrowing privileges to each other's patrons in an effort to provide direct access to materials that are not available at the home library. Each library has specific rules and regulations that apply to borrowed materials. For a list of participating members and their library policies visit the [TexShare](#) webpage.

Free Database Trials

From time to time the library implores input from patrons regarding their opinion of databases the library is considering for purchase. Users will have an opportunity to let the librarians know what they think about the database.

Group Study Areas

Group study areas are available for group studying. Areas are used on a first come first served basis; however a 2 hour limit may be imposed as needed. Library policies about food, drinks, and cell phones also apply to the study areas. Policies may vary by library.

Off Campus Access

Students may access the online catalog or databases off-campus or from their personal computers which makes completing homework and research assignments more convenient than ever. Many online vendors control access by a range of computer IP addresses. Anyone coming from a library IP address gains immediate access, but users accessing from outside this IP address range will need the passwords. Passwords for accessing the Clarendon College's online databases are available to Clarendon College

students only; found within their Student Portal. Electronic resources in the online catalog can also be accessed with passwords found in the Student Portal. To gain access to the Student Portal, students will need to go to the Student Portal login page, <http://student.clarendoncollege.edu> and click the Activate Account link. Students can also go to the Business office at any of the Clarendon College campuses or at the Clarendon College Library in Clarendon for their Student Portal login. Databases found within the HLC website will require the user's library card number and pin number; see the Librarian for library card pin number.

Computers

Students have access to computers for research and homework at all campuses. The LRC provides computers, software, and internet access in order to assist students with research and study needs. Clarendon College Students can use the Public Library's computers if the student has a registered library card and the card is in good standing with all HLC libraries.

Clarendon College dual credit students can use TexShare electronic resources on any of the college campuses in which they are enrolled, their local public library, and remotely from other locations. They may not share their access information with other students or teachers and should only use TexShare electronic resources for the Clarendon College Course in which they are enrolled.

Printing

The LRC does not charge CC students for printing at this time. In order to continue this free service we ask that you be very selective when printing. Please let the staff know if there are any problems when printing before pressing print multiple times. A small fee is required when printing from the Public Library, cost may vary by library.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of reproductions of copyrighted material. All library users are expected to obey the copyright law in their use of print, audiovisual, and microcomputer software. Illegal copies of copyrighted material may not be made or used on equipment owned by the college.

Online/email Reference Assistance

Online/email reference is intended for brief, research or directional questions. Students can email the Clarendon College Library Director at pamela.reed@clarendoncollege.edu. Requestor will receive a confirmation notice when the request has been received. **Allow a minimum of 24 - 48 hours when making your request. All requests will be answered and/or responded to within 48 hours of its receipt.** Off-campus library information:

Lovett Memorial Library in Pampa: mguy@cityofpampa.org

Childress Public Library: summerschaefer@hotmail.com

Amarillo Public Libraries: reference@amarillolibrary.org

Telephone Request

Leave request at one of the following libraries and someone will get back to you as soon as possible.

Clarendon College Library: (806) 874-4815 or 800-687-9737 ext. 116.

Lovett Memorial Library in Pampa: (806) 669-5780

Childress Public Library: (940) 937-8421

Amarillo Public Libraries:

Downtown Library: (806) 378-3054

Southwest Branch: (806) 359-2094

East Branch: (806) 342-1589

North Branch: (806) 381-7931

Northwest Branch: (806) 359-2035

Tutoring

Contact the Learning Resource Center (LRC) to request free tutoring offered by the LRC Coordinator, HSSC, and qualified students. Tutoring on the Clarendon campus will take place in the LRC. Tutoring in the Pampa Center will take place in Health Science Support Center (HSSC). All students have access to online tutoring with BrainFuse.

BrainFuse

BrainFuse offers personalized online tutoring through recorded sessions and live tutors covering a wide variety of subjects, 24 hours a day. Students are able to interact with a live tutor, submit a question, create flashcards, and more with BrainFuse. Students can access BrainFuse from any computer on or off campus. BrainFuse is located in the Student Portal and accessed with the same username and password as their Student Portal login. See the LRC Coordinator for more information.

Library Hours

Library hours can be found below or on each individual library's website. Summer hours may vary and can be found on the webpage.

Clarendon College Library Hours in Clarendon

Monday & Tuesday: 9 a.m. to 9 p.m.

Wednesday & Thursday: 9 a.m. to 8:30 p.m.

Friday: 9 a.m. to 12 p.m.

Saturday & Sunday: Closed

Clarendon LRC Hours

Monday & Tuesday: 8 a.m. to 10 p.m.

Wednesday & Thursday: 8 a.m. to 9 p.m.

Friday: 8 a.m. to 4 p.m.

Saturday: Closed

Sunday: 5 p.m. to 10 p.m.

Amarillo, Childress, Pampa LRC Hours

Monday - Friday: 8 a.m. to 4 p.m.

Saturday & Sunday: Closed

Lovett Memorial Library Hours in Pampa

Monday – Friday: 8 a.m. to 7 p.m.

Saturday & Sunday: 1 p.m. to 5 p.m.

Childress Public Library

Monday – Thursday: 9:00 a.m. to 5:00 p.m.

Friday: 9:00 a.m. to 1:00 p.m.

Amarillo Public Library Hours

Downtown Library and Southwest Branch:

Monday – Thursday: 9:00 AM – 9:00 PM

Friday – Saturday: 9:00 AM – 6:00 PM

Sunday: 2:00 PM – 6:00 PM

Amarillo East, North, and Northwest Branch Libraries:

Monday – Tuesday: 12:00 Noon – 9:00 PM

Wednesday – Saturday: 9:00 AM – 6:00 PM

Sunday ~ 2:00 PM – 6:00 PM