

Library's Frequently Asked Questions (FAQ)

Q: How do I find my Student Portal password?

A: Your username and password can be obtained by coming by the Clarendon College Business Office, Clarendon College Library, or by emailing administrator@clarendoncollege.edu. Alternately, if you have registered but you do not have a username and password, you can automatically set it up by clicking the "Activate Account" link. You will be prompted to answer the four questions that are used to create your account.

Q: How do I access the online databases from home?

A: The passwords to the databases are found on the opening page of your Student Portal, or ask the library staff in person or through a bulldog email account.

Q: Where do I find primary and secondary sources?

A: The Clarendon College Library subscribes to the TexShare and Sirs databases, which are free for students to use. Databases are located on the CC Library's webpage under "Databases." There are PowerPoint guides under "Resource Guides" on the library's webpage. Additionally, students can access the online catalog from any computer on and off campus by selecting "HLC Online Catalog" from the library's webpage.

Q: How do I checkout a book or movie?

A: All students are assigned a library card number as part of their student IDs. Library staff will need to add your card in the circulation system in order to check out items from the library. Students will need to have their student IDs with them at every checkout and to scan into the Learning Resource Center (LRC).

Q: Can I access eBooks (electronic books/resources) on my personal computer?

A: Yes. In order to do so, you have to register your library card in the library. You will need your library card number and your pin number, which you can obtain by asking the librarian.

Q: How long are items checked out for?

A: Books and audiobooks are checked out for two (2) weeks. Reserve materials are loaned out for two (2) hours and cannot leave the library. Videocassettes and DVD are checked out for three (3) days. Compact discs (CD) and current magazine issues are checked out for one (1) week. Loan period for Interlibrary Loan materials are set by the lending library, it is generally two (2) weeks. Towards the end of the semester the checkout period will be shorter to allow books to be returned by the end of the semester. Reference materials cannot be checked out but can be used in the library.

Q: Can I print from a personal computer to the library's printer?

A: No, students will need to email or save other work to a flash drive and then print from the library's computers.

Q: Where do I pick up my textbooks?

A: Textbooks can be picked up in the Clarendon College Bookstore, located in the Bairfield Activity Center (BAC). See the campus map on the CC Library's webpage under "About Us" for

direction. Library and bookstore staff can help you order your textbooks through the virtual bookstore located under the "Student Services" tab on the Clarendon College main webpage.

Q: Do you have a Fax machine?

A: No not in the library, student can use the fax machine in the Admission's office. Students can use the copier in the library to scan a document to an email address.

Fax:

- Clarendon College Student Services – 1-806-874-5080
- G.B. Burton Memorial Library in Clarendon – \$2.00 for 4 pages – 1-806-874-3685

Q: Can students have a printer in the dorms?

A: Yes students can have a printer in the dorms, however student cannot use their printer from the library's computers.

Q: Is there Wi-Fi access in the dorms?

A: Yes for students who pay for the service, students will need to see Martha Smith or call AMA Techtel (806-323-2222) for more information.