



CALHOUN

COMMUNITY

COLLEGE

Decatur Brewer Library (256) 306-2774

Huntsville Campus Library (256) 890-4774

<https://calhoun.edu/library>

**Calhoun Community College
Libraries
GENERAL INFORMATION**

HOURS

Fall 2023 – Summer 2024

Monday – Thursday.....7:45 am - 8:00 pm

Friday.....7:45 am - 11:45 am

Hours may vary during semester breaks and holidays.

***When the College is closed, the Library is closed.**

CIRCULATION

A collection of print materials is available along with the EBSCOhost eBook collection. Currently registered Calhoun students may check out up to 5 books for 21 days with one renewal. Community patrons may check out up to 2 books for 21 days with no renewal.

Overdue notices are mailed for materials not returned by the due date. All borrowers will be billed for the replacement cost of the item if not returned within 21 days of the due date. Questions regarding circulation can be emailed to circ@calhoun.edu

Through contractual agreements, Calhoun students and staff may check out books at UAH, Alabama A&M, Drake, and Athens State. **Calhoun students and employees must show current identification as a student or employee at the cooperating library.** Please note: **UAH charges Calhoun users an annual \$25 user fee to check out materials.**

**Library
Catalog - HIP**

The Horizon Information Portal (HIP) offers ways to search the Library collections. The Web based catalog provides access to print books, eBooks and online books. The catalog is available online through the Library Web site at: <https://calhoun.edu/library>
HIP offers access to 'My Account' in which users can manage his or her Library account.

**Interlibrary
Loan**

Books (limited to two) and periodical articles unavailable at either Library may be requested through Interlibrary Loan at the Front Desk. ILLs may not be renewed. A fine of \$1 per day is levied against the borrower record for patrons who turn in an ILL book past the due date. **ILL is done for current Calhoun students and employees only.**

Reserve Books & Textbooks	Instructors or Departments may place or designate Library materials as Reserve items. Reserve materials are designated in the Library Catalog and are located at the Front Desk. Loan periods for Reserve items vary. View a list of available Reserve Textbooks for some Calhoun classes on the Library Web site.
<u>REFERENCE</u>	Questions can be emailed to a reference librarian at: reference@calhoun.edu . To speak with a Librarian: 256-890-4777 or 256-306-2777.
Guides/Handouts	Library eReference guides and other handouts are available at the Reference Desk and on the Library Web site under Guides
Online Resources	All databases are accessible Off Campus from the Library Web site. Username/Password: same as My Calhoun. Instructional Videos: Library's YouTube https://www.youtube.com/channel/UCIKktm8Ba-lHOZHvdu2Zcow
<u>INFORMATION</u>	Other General Information Is As Follows:
Pharos Printing	All users who print from Library workstations are required to log into their account at https://cccprint.calhoun.edu/myprintcenter/ The login is the same as your MyCalhoun login. Follow the steps to add funds to your account. Pharos Printing is \$.10 per page. Funds can only be added to your account through the use of PayPal, Debit or Credit Card.
Copies	A photocopy machine is available for public use and is coin and/or bill operated at \$.10 per page. The Library cannot make change for bills.
Cell Phones	Talking on a cell phone is not acceptable inside the Library. Before entering, turn cell phones to Silent Mode (mute). Place and accept calls outside of the Library.
Tobacco Weapons Food and Drink	Calhoun Community College is a tobacco-free and weapons-free campus. Drinks are allowed anywhere in the Library. Drinks and snacks may be taken into the SunRoom (MindLab) and the Delmore Room.
Study Rooms	Study rooms can be used for groups of 3 or more up to 3 hours. Inquire at the Front Desk.
Special Accommodation	If you require special accommodations due to documented disability (ADA), please ask for assistance from Library staff.

Children	Children must be accompanied by a parent or guardian who shall ensure that the child is respectful of the Library as a location where Calhoun students find a quiet place on campus to study.		
NEED MORE INFORMATION			
Brewer Library 256-306-2774 Front Desk 256-306-2777 Reference		Huntsville Campus Library 256-890-4774 Front Desk 256-890-4777 Reference	GDJ, Head Librarian 2023/2024