



QUICK FACT SHEET

Main Telephone Numbers:

(276) 523-7468 direct or (276) 523-2400 ext. 468
Fax: (276) 523-8220

Website: <http://www.me.vccs.edu/index.aspx?page=670>

Library Hours:

Fall and Spring Semesters	Summer Semester	In-between Semesters
Mondays – Thursdays, 8:00 AM – 8:30 PM	Mondays – Thursdays, 8:00 AM – 7:30 PM	Mondays – Fridays, 8:00 AM – 4:30 PM; Library is closed when the college is closed.
Fridays, 8:00 AM – 4:30 PM	Fridays, 8:00 AM – 12:00 PM	
Saturdays, 10:00 AM – 2:00 PM	Saturdays, 10:00 AM – 2:00 PM	

Loan Periods:

- Circulating, Juvenile, and Oversize Collections – 2 weeks with indefinite renewals unless a hold is placed.
- Reference Collection – must be used in the library.
- Media Collection – can be used in the library study room, circulating for faculty use only.
- Magazines, Journals, and Newspapers – current issues in print format may be checked out for overnight use, but this time limit may be extended upon request.
- Reserve Materials - restricted circulation periods of two-hour, overnight, or one week.
- Video-based Course Materials - checked out for the entire semester and are due back on the last day of exams.

Interlibrary Loan (ILL):

If you need a book or magazine article that is unavailable in the Wampler Library, the library staff will place an interlibrary loan request for the item. **Place interlibrary loan requests at least two weeks before an assignment is due.** The Wampler Library covers any charges for interlibrary loans with the exception of overdue fees.

Library Fines:

- Circulating, Juvenile, and Oversize collections items and print newspaper and magazines issues - 10 cents per day
- Two-Hour Reserve items - 25 cents per hour
- Overnight and One-Week Reserve items - 25 cents per day

The maximum fine charged per item is five dollars. Lost materials are billed at the purchase price of the materials.

Copying/Printing:

A photocopier, microfilm reader-printers, and a computer printer are provided in the library for student use. All copies made on the photocopier, the microfilm reader-printers, and the computer printer are 5 cents each. All copying must be in compliance with the **United States Copyright Act.**

Quiet Zone:

Students are studying and taking tests in the library. We ask that all library users respect others by maintaining the quiet atmosphere. If you need to have a group discussion or study, please use the tables or study room in the back of the library. When entering the library, please turn cellular phone ringer off or set to a non-audible (vibrating or flashing) signal. Move to the lobby outside the library when placing or receiving calls.

Food/Drinks:

Food and drinks are permitted in the library. We ask that students keep food at tables (not at computers or other library equipment). Drinks should be in closed containers (bottles with caps) to prevent spillage.

Tobacco products in ANY FORM are not permitted inside the building.