

# HIWASSEE COLLEGE

Hardwick-Johnston  
Memorial Library

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**User's Guide  
2010-2011**

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## STAFF

Dr. Curtis Chapman, Interim Director  
Mrs. Barbara Carringer, Circulation  
Dr. Robert Allen, Archivist

## HOURS

The library is open Mondays, Tuesdays, and Thursdays from 8:00am to 8:00pm, Wednesdays from 8:00am to 10:00am and 11:00am to 7:00pm, Fridays from 8:00am to 5:00pm, and Sundays from 3:00pm to 6:00pm. Hours will vary during official Hiwassee College breaks, finals week and during the summer.

## HOLDINGS

The Library collection consists of over 30,000 volumes, back files of over 300 periodicals, and numerous audio/visual materials. The library currently subscribes to over 60 magazines and newspapers as well as subscribing to several electronic databases which provide access to the full text of electronic books, magazines, journals and reference works. These databases, as well as the library's online catalog and subject guides, can be accessed on/off campus through the library web page found at [www.hiwassee.edu/library](http://www.hiwassee.edu/library)

## COMPUTERS

IBM compatible computers and networked printers are available for student/faculty/staff use. Students may use their own laptops to access their Hiwassee computer usage account through the library's wireless network hub. Visitor patrons will need to supply their own paper. All patrons must supply their own diskettes or flash drive.

## ARCHIVES

A project began in August 2010 to conserve, catalogue, and publish the archival materials of Hiwassee College. The archives contain photographs, books, memorabilia, yearbooks, catalogues, etc. that detail the lives, struggles, and accomplishments of the Hiwassee community.

## PHOTOCOPYING

A photocopier is available in the library. Microform (film and fiche) copiers are available in the AV room. The cost is 10 cents per copy.



## BORROWING PRIVILEGES

The library makes loans to students, faculty, and staff of Hiwassee College who possess a current and valid ID card. Local residents and other visitors may use library facilities, but are not granted borrowing privileges.

## UNRETURNED BOOKS/FINES

As a courtesy, the library sends notices for overdue books. However, overdue books are the responsibility of the borrower whether or not he/she receives an overdue notice. If library books are not returned by the end of the semester, there will typically be a charge of \$50, which includes the price of a book plus handling fee, or item can be replaced at borrower's expense (must be replaced with a new item).

Take a [virtual library tour](#).