Library Policies

The goal of JDCC Libraries is to provide essential library holdings, discipline-specific library instruction, access to the Internet, friendly service, and an intellectually stimulating environment for the students, faculty, and staff of JDCC.

Atmore Campus Library:
Tel: (251) 368-7610
Mon-Thu 7:30 a.m.-5:30 p.m.
Fri 7:30 a.m.-11:30 a.m.

Brewton Campus Library:
Tel. (251) 809-1584
Fall & Spring Terms
7:30 a.m.-8:00 p.m. Mon.-Thurs.
7:30 a.m.-11:30 a.m. Fri.
Summer Term
7:30 a.m.-7:00 p.m. Mon.-Thurs.
7:30 a.m.-11:30 p.m. Fri.

Library Services:
♦ Alabama Collection
♦ Area Newspapers
♦ Books for Leisure Reading
♦ Books on all College Subjects
♦ Computers, Photocopiers
♦ Course Reserves
♦ Current Magazines
♦ Fax Services
♦ Interlibrary Loan Services
♦ Laptops & Projectors
♦ Network & Wi-Fi Internet Access
♦ CD Players, TV/VCR Combos, and DVD Players
♦ CDs and DVDs
♦ Smart Classroom
♦ Study Carrels & Group Seating
♦ Test Proctoring

Interlibrary Loan Services:
If materials are needed which either campus library does not own, it is possible that they may be obtained through ILL. Requests may be submitted by fax, phone, or e-mail.

Test Proctoring:
The library is happy to serve as a proctoring site for online courses, make-up tests, and course work from other institutions. All such testing services should be arranged with a member of the library staff.

Reserve Collection:
Materials may be placed on reserve by faculty for use by students in their classes. Books or photocopies for course reserves are at the circulation desk.

Equipment Requests:
Instructors who wish to schedule instructional equipment such as televisions, VCRs, DVD players, cassette players, multimedia projectors, laptops, etc. should contact a member of the library staff on either campus. It is best to do this prior to the actual time of need since the item may already be charged out to another user.

Class Visits & Tours:
Instructors may wish to arrange class visits, library orientation sessions, or tours for their students. Instructors may also wish to develop discipline-specific library assignments (contact the Director of Library Services for assistance).

Faculty Waiver:
Normal circulation policies, including fines, are waived for faculty and staff. At the end of each term, the library does require a personal inventory of the materials which faculty/staff have checked out.

Circulation Policies:
Currently enrolled students do not need a library card, and they may check out a maximum of ten items. Currently employed faculty or staff members do not need a library card and may check out as many items as they need.

Periodicals:
Electronic indexes and full-text articles are available via the Alabama Virtual Library on all JDCC computers. Certain databases, although fully available on campus, require usernames and passwords for home access: CINAHL with Full-Text, Global Road Warrior, Issues & Controversies, Stat!Ref, and Today's Science. Login information or other usernames and passwords may be obtained from any member of the library staff.

Library Catalog:
LibraryWorld, the electronic catalog, is available from campus computers by using the library/library login OR via the Internet from the library web page. All books, DVDs, and CDs in both campus libraries are listed in LibraryWorld.

Materials Selection:
Faculty members are encouraged to suggest titles for possible purchase, especially in their respective disciplines, and to help ensure that their sections of the collection are up-to-date. Suggested materials, including A/V materials, will be selected if within the selection criteria and if the budget permits.