



# B BERMUDA COLLEGE LIBRARY

## SERVICES

### Library Orientation

Most of the Library's collections are arranged according to the Library of Congress classification system. It is beneficial for new library users to request guidance and instruction in locating resources.

To become familiar with the collections and resources please contact the following professional librarians:

**Mrs. Bernadette McIntosh-Tucker** - Library Director

**Lee-Ann Liles** - Cataloguing/User Services Librarian

**Nicole DaPonte** - Instructional & Library Research Technician

One week advanced notice is preferred.

### Reference Department

Informational services are provided to College students and staff as well as members of the public. The Reference section contains a wide range of fact books, dictionaries, directories and encyclopedias, along with other sources of information such as newspaper clippings.

Reference Department staff make extensive use of the Internet and online databases when answering queries and will provide guided assistance in locating the most accurate and authoritative sources.

### Bermudiana Collection

This collection contains a wide range of material related to Bermuda including fiction and non-fiction and Bermuda Government publications & official statistics - all of which are available for loan. **LOAN PERIOD: 3 WEEKS**

### Rare Books Room

The material in this collection consists of rare books, manuscripts, journals and magazines primarily related to Bermuda and Bermudians. The collection also includes a small collection of the Masters Level & Doctoral dissertations of Bermudian scholars.

~ In-house use only – Photo ID required.

### Online Resources

Library membership includes access to subscription-based online services all of which are authoritative research sources. Access is via - available only to BCL members.

### E-Books

New to the library are the EBSCO E-books which offer 48,000 titles across all programs and fields of study. Because this service is part of the Ebscohost online databases, e-books are password protected and reserved for Bermuda College Library card holders only.

### Circulation Department

Staff in the Circulation Department answer queries related to library membership, loan transactions, the Reserve Room, meeting rooms, copy card sales, computer workstation access and other library services.

### Circulating Collection

This collection focuses on books relevant to coursework. Core subject areas include the arts, economics, education, history, law, literature, medicine, music, philosophy, political science, pure sciences, sociology and technology. **LOAN PERIOD: 3 WEEKS**

### Multimedia Collection

The library has a collection of DVDs and other course related material. **LOAN PERIOD: Varies**

### Periodicals Collection

More than 100 magazines and journal titles plus a small number of newspapers are available for in-house use. 5 years of back issues are generally available.

\*Thousands of periodicals (many full-text) are available via subscription based internet resources.

**\*BCL Membership is required for access.**

### Library Catalogue

The Library's internet-based catalogue (the OPAC), along with a dedicated printer, is available at two computer stations for users to locate BCL resources. Instructions are given on screen and Library staff can provide necessary assistance.

### Photocopying Service

A self-service photocopier is available which operates on both a coin and a copy card system. Copy cards are available in three denominations and are renewable; **\$2, \$5 and \$10.**

**Colour copies - 25 cents • Black and White - 10 cents**

### Reserve Room

The Reserve Room houses textbooks and curriculum-related material. Loans are limited to students enrolled in Bermuda College and BC affiliated courses.

**\*Loan periods vary according to lecturer instructions.**

### Meeting Rooms

The Library's Conference Room seats 20 people and the Interview/Meeting Room seats four people. Both rooms are available to BCL members and campus personnel for group study, meetings, or nonprofit mini-workshops. Advance booking is required.

**\*\$25 per hour fee is required for non-members.**

### Computer Workstations

Library members have access to computing and internet facilities.



## Library Mission~

To successfully facilitate and support the learning and teaching objectives of students and faculty.

ties. BC consultants, and visiting professors connected with Bermuda College are afforded computer usage privileges. Check-in at the Circulation Desk.

**\*A \$5 per hour fee applies to non-library members.**

### FRIENDS of the COLLEGE LIBRARY (FOCL)

The Friends of the College Library is a non-profit group, established in July 1993 to support and promote the Library. New FOCL members and volunteers are always welcome. All FOCL members are automatically entitled to Library privileges. The Friends group is administered by an independent group of trustees, and the Library Director works closely with the group.

**\*Contact the Library Director for details.**

### Borrowing Privileges

The normal loan period is 3 weeks, except for Reserve Room and multi-media material; both have limited loan periods, or are governed by in-house usage policies. Lecturing staff may borrow items for the entire semester upon request and are subject to recall.

**STUDENTS: Full-time: 6 items; Part-time: 3 items**

**LECTURERS: Unlimited; All others: 3 items**

## DONATION POLICY

The College Library will gratefully accept financial donations designed to benefit the growth of the library and its collections\*.

\*Consultation with one of the professional librarians is advised.

**PLEASE NOTE** - Book donations will only be accepted if the content relates to Bermuda and/or Bermudians or the author has ties to Bermuda.

## LIBRARY MEMBERSHIP

Bermuda College Library is open to the entire community; however, membership is necessary in order to borrow books and to access certain services.

Library membership is available free of charge to full-time, part-time and occasional students at Bermuda College, as well as to campus personnel, members of the Seniors Learning Centre, Fellows of the Bermuda College, the Board of Governors, Friends of the College Library, and Bermuda residents aged 65+.

*Knowledge Parallels Success...  
just an information step away.*

## CONTACT US

**LIBRARY DIRECT LINE** 239-4033

**LIBRARY FAX MACHINE** 239-4035

To reach Library staff and/or other departments, dial

**4034 Director**

Mrs. Bernadette McIntosh-Tucker  
bmctucker@college.bm

**4092 Cataloguing & User Services Librarian**

Lee-Ann Liles • lliles@college.bm

**4261 Instructional & Library Research Technician**

Nicole DaPonte • ndaponte@college.bm

**4381 Administrative Assistant**

Shelley Riley • sriley@college.bm

## ANNUAL MEMBERSHIP FEE

<b>MEMBERS OF THE PUBLIC</b>	<b>\$35</b>
<b>SECONDARY SCHOOL STUDENTS</b>	<b>\$15</b>
<b>INSTITUTIONAL &amp; ORGANISATIONS</b>	<b>\$175</b>

Current photographic ID is required. Secondary school students require the consent of a parent or guardian.

Students enrolled in Bermuda College-affiliated programmes automatically receive College Library privileges.



## VISIT US!

The library is open to the Bermuda College Community and the general public. Our current opening hours can be found on the library homepage via

[www.college.bm](http://www.college.bm)



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