Mission
Gwinnett Tech Library partners with the College to advance student learning and workforce readiness. The library engages students, faculty and staff with ready access to customized research assistance and specialized research tools and resources.

The Library
- Engages on-campus and distance learners
- Teaches essential research skills to support the curriculum and self-directed lifelong education
- Conducts personalized research assistance
- Designs and delivers customized research instruction
- Provides quality resources made conveniently available by research experts through LibGuides, LibAnswers, GALILEO, and the Library Catalog
- Extends access to resources beyond the collection through referrals and Interlibrary Loan
- Provides ample space for quiet study and group projects, as well as comfortable areas for leisure reading and conversation
- Promotes a learning atmosphere in a safe, comfortable environment. Library staff will address inappropriate conduct or behaviors in accordance with acceptable use guidelines and policies
- Ensures library users have ready access to a team of friendly, customer-centric professional research instructors and specialists

Location, Hours & Contact Information
Lawrenceville Campus
5150 Sugarloaf Parkway, Lawrenceville, GA 30043
Room 402 at the front of Building 100
Telephone: 770-962-7580 (extension 6388 or 6270)
- Regular Hours
  Monday - Thursday 8:00 am - 8:30 pm
  Friday 8:00 am - 4:00 pm

Alpharetta-North Fulton Campus
2875 Old Milton Parkway, Alpharetta, GA, 30009-2230
Room 139 off the main entrance atrium
Telephone: 470-282-5396
- Regular Hours
  Monday - Thursday 9:00 am - 6:15 pm
  Friday 9:00 am - 4:00 pm

The Library is closed whenever the College is closed and hours vary between academic semesters.
Research
Library research instructors and specialists assist individuals or groups in their efforts to locate and use resources for research and or personal enrichment. Engaging users ranges from quick, on-the-spot guidance in using library technology and research tools library to in-depth exploration of research options and selecting and or using appropriate sources.

Instruction
Library staff designs and delivers customized library instruction and guidance to support the curriculum, research, and self-directed lifelong education. Information literacy, the ability to locate, evaluate and use information effectively is a core component of all GTC library instruction.

Library staff uses a variety of methods to teach essential research skills and deliver library instruction including

- Research tips, strategies, tutorials, and subject guidance through LibGuides and LibAnswers
- Personalized assistance on campus or remotely through LibAnswers and LibChat
- Hands-on lecture/demonstrations and active learning in a classroom and/or lab setting
- Live webinars and/or recorded for distance-education community

LibGuides, LibAnswers, LibChat
LibGuides and LibAnswers are a collection of online research guides and a user-developed knowledgebase containing research tips & tutorials, citation guidelines, and topic pathfinders. These interactive resources are designed to facilitate the information gathering and research process. LibChat enables library staff to communicate with students at their point of need.

http://gtclibrary.libguides.com
http://gtclibrary.libanswers.com

Borrowing
Gwinnett Technical College registered students in good standing, faculty, staff, and Adult Education students who reside in the County may borrow materials. Borrowers are verified against active registration databases (e.g., BANNER, GALIS) and picture identification (student ID or driver’s license) is used to verify identity. The loan period for circulating items is generally three weeks and most library items may be renewed, either in person, by telephone, or online. Limits to the number of items that can be checked out to an individual may apply. Reference resources, periodicals, and newspapers are for use in the library only. Library materials are a shared resource and not intended for extended checkout for ongoing use in classroom instruction. Faculty is to purchase such items from program/department budgets.

Library customers are responsible for returning material on time, either in person or by placing items in the book drop beside the entrance to the Library. The charge for overdue materials is 10 cents per day per item after the due date. Library customers are responsible for lost and damaged materials as per library policy.
Collections
Gwinnett Tech Library currently has approximately 18,000 print and media items in the collection that continues to evolve in order to meet the needs of the college community. Physical Materials include a selection of reference materials for use in the library, faculty reserves, a small selection of popular magazines, newspapers, and circulating books, books on CD, and DVDs. The library also has a small popular literature collection. These materials give faculty, staff, and students the opportunity to enjoy popular titles for enjoyment and personal enrichment.

The Gwinnett Tech community has access to a wide selection of electronic resources. These include almost 200,000 eBooks in EBSCO eBooks, Books24x7 and eBrary Academic Complete, online encyclopedias and reference sources, almost three hundred databases, and thousands of full text articles via GALILEO. This award-winning initiative of the University System of Georgia provides extensive resources to all currently enrolled students, faculty, and staff. Program-related professional journals and industry trade publications are available in GALILEO databases.

Customer input into the selection of physical and online resources is critical for ensuring a relevant and useful collection, which reflects collaboration between Library staff, faculty, and students. Library collection decisions are informed by working with students, faculty meetings, and ongoing curriculum and program assessments. Ad-hoc faculty and student suggestions are also encouraged and facilitated by online forms.

The library’s collection is organized by the Library of Congress Classification System, which uses letters and numbers to group books according the subject area. Each item that the library owns has a label containing one or more letters followed by some numbers. This is the item's Call Number, which identifies its location of the shelf.

Library Catalog
Access to Gwinnett Tech Library collections are facilitated by a web-based online catalog, which can be searched from any Internet computer. http://gtclibrary.libguides.com

The library catalog has a self-service component that enables customers to renew items online and to place holds on items that they would like to check out when they come into the library. Catalog search results show images of book jackets, reviews, tables of contents, summaries and annotations.

Course Reserves
Instructors may put items such as books, AV, readings, sample exams, or supplementary materials on reserve in the library to make them readily available to students. Reserve materials may be owned by the library or the instructor. The checkout time for reserve items is two hours, for use in the library.
Interlibrary Loan
Interlibrary Loan (ILL) is a service through which print materials not owned by the GTC Library may be borrowed from other library systems. Gwinnett Tech Library is a member of the Georgia Online Database (GOLD) interlibrary loan network. Membership in GOLD provides access to the collections of GOLD-member libraries statewide, as well as with other states in the Lyrasis consortium.

Library customers initiate ILL requests by filling out an “ILL Request Form” and agreeing to all terms and conditions of the lending library. Requests for media such as videos, Books on CD or tape or music, cannot be accepted.

Loan period and renewal are determined by the lending institution and lending institutions may require that their materials be used in the library.

It is difficult to determine the length of time necessary to fill an ILL request. Customers will be notified of the availability of requested materials within two to four weeks of submitting their request.

Cooperative Agreements
Currently enrolled students and currently employed faculty and staff have access to borrowing privileges at Georgia Gwinnett University, Gwinnett County Public Library, and the network of Technical College System of Georgia libraries. The extent of these privileges is established by the lending library.

Facilities
Gwinnett Tech Library is organized for maximum accessibility and optimum service to students, faculty, and staff. Occupying 9,800 square feet*, the library is spacious with seating for 175 at a combination of lounge chairs, individual carrels and desks, and tables that comfortably accommodate from four to six. The library has four quiet study rooms that can be used by currently registered students on a first-come, first-serve basis for college-related activities and studying. Individuals or groups are welcome to use these areas. The Library is ADA compliant.

*7,500’ public area, 800’ office 1,000’ hands-on instruction/learning space 200’ materials processing work area

Computers
Twenty six computer workstations provide students with high-speed access to the Internet & Galileo, Angel, the library’s electronic resources, DVD viewing, and the library catalog. There are an additional twenty computers in the instruction/learning space that used for hands-on library instruction sessions and as overflow during peak hours. The Library is a “hot spot,” providing wireless Internet access.

Printer & Copier
A coin-operated photocopier is available. Students are provided with a printing allotment each semester. Customers are not able to print from their own computers when using the library’s wireless Internet access.
**Instructional Support Equipment**
A selection of instructional support equipment for faculty is available in the library. These include a fax machine, laminator, CD player, overhead projector, VPN laptop computers, TVs & DVD players.

**General Conduct**
The library is a shared resource and promotes a safe and comfortable environment for all. Library staff will address inappropriate conduct or behaviors in accordance with acceptable use guidelines and policies.

Drinks in closed-lid containers are permitted in the library. Customers are expected to clean up after themselves and violators will lose food/drink privileges.

**Governance & Staffing**
The library is part of Academic Affairs in alliance with the Division Director for Branch Services at Gwinnett County Public Library. Both organizations are involved in the organization, operation and evaluation of the Library and its services.

The Manager of Library Services is responsible for the overall operation of the Library. The Manager coordinates the operation of the library and its services with assistance from a staff of librarians and support staff.

The library ensures that customers have ready access to help from a team of qualified, service-oriented, and helpful professional librarians and staff.

**Copyright**
Gwinnett Tech Library complies with U.S. Copyright Law, Title 17 of the U.S. Code