

Library Services

Carter Library is intended for use by Ivy Tech students, faculty, and staff. Indiana residents may also use the Library upon presentation of their Indiana driver's license or State-issued identification card.

Information Resources: Carter Library provides access to books, textbooks, magazines, videos, and information databases.

Loan Period:

- Browsing: 28 days, 1 renewal
- Books: 2 weeks, 1 renewal
- Periodicals: 1 week, 1 renewal
- Videos and DVDs: 1 week, 1 renewal

Reference Services: The library staff will assist with specific information needs and demonstrate the use of the online sources available.

Computers: 81 PCs and 5 Macs are available for school-related use. Each PC has access to the Internet, Microsoft Office, the Virtual Library, and other software.

Student IDs: The library issues student ids which are required to check out library materials, pay for printing and use the Wellness & Fitness center, as well as to receive discounts at many area businesses.

Printing: Black and white printing & copying are available in the library for \$.10 a page. Printing is paid for using student IDs.

Group Study Rooms: The library features three group study rooms which may be used for study groups or to practice group presentations.

Library Collections

Browsing: A small collection of novels is available for check out.

Learning College Collection: The library has a small collection of books covering education and instruction for faculty. These items may be checked out.

General Collection: A large selection of books is available to assist students with assignments, study skills, certification testing, job searching, career guidance and more. These items may be checked out of the library.

Reference books, Newspapers, and Periodicals: Reference books, newspapers, and current issues of periodicals may only be used in the library.

Reserve Materials: Instructors may place books, videos, and other materials on reserve for their students.

Textbooks: The library maintains a small but growing collection of textbooks provided by faculty. The textbooks must be used in the Library.

Videos and DVDs: Videos are available on many subjects. Students may check out some videos while other videos are for library viewing only. Contact Instructional Technology for details regarding group viewing of videos.

Interlibrary Loan: We provide access to materials not owned in this library. The service is free; however, it can take as long as 2 weeks for materials to arrive. Materials from other Ivy Tech campuses usually arrive within one week.

Virtual Library

Magazine and Journal Collection: The library provides access to several indexed databases that offer full text articles from over 14,000 journals and magazines.

Book Collections: E-books are online versions of paper books with increased searching and linking capabilities. NetLibrary and ebrary provide fiction and non-fiction e-books while Books 24x7 has e-books about business plus computer hardware and software. Opposing Viewpoint e-books present the pros and cons of controversial issues. The History E-Book Project covers American, European, and world history. Over 35,000 e-books are available in this way.

IvyCat: The catalog lists all the books, videos, magazines, reference materials, and e-books available to students and employees of Ivy Tech statewide. Searches may be limited to Evansville. Patrons may also renew their books and check their library account status online.

Online Encyclopedias: Encyclopedia Britannica and Gale Biography Resource Center provide access to encyclopedias and other reference books.

IvyLynks: Search the Internet through links for search engines, subjects and directories that have already been critically evaluated as sources.

Remote Access: Ivy Tech provides off campus access to 95% of the Virtual Library to currently enrolled students. Follow the instructions on the log in page when prompted for a username and password.

Library Policies

Food: Eating and smoking are not permitted in the library. Drinks with lids are permitted. Notify library staff of spills immediately.

Patron Responsibility: Library patrons are responsible for all materials checked out on their library card. Lost or stolen cards should be reported to the Library staff immediately. If not reported, patron will still be held responsible for any items checked out on the card.

All library resources, both print and non-print, should be used in a lawful manner.

Removal of materials from the Library: All materials taken from the Library MUST be checked out at the Library Circulation Desk. All materials should also be returned to the library circulation desk or the book drop outside the west side of the campus.

Fees: When an item is 14 days overdue, the patron will be charged a \$2.00 fee. When an item is four months overdue, it can no longer be returned to the library and the patron must pay the replacement cost of the item in addition to any overdue fees. The library will also charge replacement or repair costs for damaged items. If necessary, the college will initiate collection procedures on any fines.

Administrative holds will be placed on the Ivy Tech record of any student with library fines until materials are returned or replacement fees are paid. Holds may prevent students from:

- Registering for classes
- Receiving a financial aid refund
- Graduating
- Checking out additional library materials

Carter Library

Ivy Tech Community College
3501 First Avenue
Evansville, IN 47710

Phone:
812.429.1412

E-Mail:
lib-questions-r12@lists.ivytech.edu

Web Address:
www.ivytech.edu/library/evansville/

Hours:

Monday - Friday:
7:30 am – 9:00 pm

Saturday:
10:00 am – 2:00 pm

Modified hours during
holidays and breaks

Carter Library

General Information

