



STUDENT/STAFF GUIDE
Sheridan Technical College Library Media Center
5400 Sheridan Street, Building 12, 2nd Floor
Hollywood, Florida 33021 * 754-321-5547
School website: <http://www.sheridantechnical.com>



This guide furnishes information about the services and resources provided by the Library Media Center. This academic library is for all Broward County Public School students (over sixteen years of age) and staff. If you do not find what you need listed here, please do not hesitate to ask a staff member, as we are here to help you. Our media center webpage provides additional information and links for your convenience.

Services

Student IDs and library cards

Students must present a valid student ID card which is also the STC library card. Visitors on campus must receive a Visitor's Pass from the Office of Student Affairs, Building 11, when they enter campus. Current staff and registered students may check out materials from the Library Media Center (LMC) with their valid school-issued identification badge.

Book loans, renewals and overdue fines

Books are checked out for 14 days and may be renewed twice. DVDs and magazines are checked out for 7 days and may be renewed once. Items are not renewed if on HOLD. Borrowers are responsible for all lost materials and damages to items charged on their library card. Failure to clear any LMC obligations will interfere with registration, graduation and transcripts. Students can also **Renew Items** via telephone at 754-321-5547.

Children and Visitors

Pursuant to School Board Policy 6317, non-registered persons are considered Visitors. Visitors over the age of 16 need to obtain a Visitor's Pass from the Office of Student Affairs Desk in Building 11. If your children need to accompany you to campus, be aware that children under the age of sixteen will not be admitted to the LMC. ***Please think of their safety; do not leave children unattended anywhere on the campus.***

Coffee and snacks

There is a food court in Building 12 that provides meals as well as coffee, drinks, and snacks. Hours for the food court may vary. Food and drinks purchased along with food or drinks students bring to campus may be eaten on the first floor of Building 12 or at outside areas. Food and drink are not allowed in the LMC on the second floor of Building 12.

Computers for research and e-mail

Computer use is limited to currently enrolled Sheridan Technical College students. All computers have Microsoft Office, Internet access and printing availability. Those located in the LMC are for research and academic work. Those located on the first floor of Building 12 have Internet access only.

Please save your work to your Microsoft OneDrive; A USB drive can be used to save your work. Speak with the media specialist for assistance.

A scanner and fax machine are located next to the Circulation Desk in the LMC. Scanned items are subject to copyright law. Computers for online use are located on the first floor of Building 12. All patrons must observe the School Board Guide 5306, Section IV, Technology Usage, and local, state, and federal laws regarding computer usage. Downloading of music or video is prohibited on any computer.

Printing

Printing is available at the computers on the second floor. See the Circulation Desk for printing guidelines. Patrons can save files to a USB drive or OneDrive or send via e-mail.

Wireless connection (wi-fi) for personal computers and/or mobile devices is also available.

Databases

The LMC offers numerous research databases and electronic journals that are accessible from any Internet accessible computer. Access is available to students and staff through the Single Sign On. Contact the Media Specialist or LMC staff if you need help in using these or conducting research. A brochure is available for access to these databases off campus.

Group study rooms

The LMC provides study rooms for use by one to eight students for group study. Rooms are reserved at the Circulation Desk. A student will present valid student ID when the room assignment is given. Room availability may be limited to one hour sessions as deemed necessary. Additional policies are posted in the study rooms.

Hours

The LMC's regular operating hours are posted on the building directory outside the front doors and on the LMC Webpage. Hours are also available by calling 754-321-5547. Holiday hours, Spring Break hours, and other exceptions will be posted in the LMC and on the Webpage. ***All hours are subject to change.***

Interlibrary Loan (ILL)

Books and materials that are not available in the LMC may be obtained through ILL from other public schools in Broward County. Please see the LMC staff for assistance.

Students are notified when the item is received and can be picked up at the Circulation Desk. Though most ILL materials arrive within a week, it can take longer; therefore, students need to plan ahead.

Laptop computers

Wireless laptop computers are available for use in the LMC. Students must have a current Student ID and laptops may not be removed from the LMC. All personal data must be saved by the student prior to returning the laptop.

Library instruction

The Library's Media Specialist offers subject-specific library instructional sessions arranged by faculty for their classes and small group computer lessons to students. Students can make an appointment at the Circulation Desk or calling 754-321-5547 or e-mailing anthony.matranga@browardschools.com.

Online Catalog – Follett Destiny Catalog Search and Destiny Discover (Access through SSO)

Follett Destiny is the online catalog for books, audiovisual materials and other items available in this Library Media Center. The LMC's Webpage:

<https://browardschools.follettdestiny.com/> > **Centers > Sheridan Technical College and Technical High School** is a portal to library and electronic resources. Through the Media Center's Webpage, patrons can access Follett Destiny Discover and catalogs of other Broward County Public School libraries, use online encyclopedias, and learn about LMC

hours, services, and policies. To use many of the online subscription databases in Destiny's Library Search Destiny Discover, students will need to login via your school location with your 10-digit student identification number and birthdate with slashes (e.g., 06/22/1993). Staff can log in with their personnel numbers. A District Database brochure is available in the LMC.

Photocopiers and printers

There is a self-service photocopy machine on the first floor of Building 12 which accepts cash. The printers in the LMC are for students to use for class assignments and printing is limited pursuant to LMC guidelines posted by the printers.

Collections

Reserve material

Books and print items that instructors place on reserve are available at the Circulation Desk.

Finding library materials

The items found in the LMC are available through the online catalog – Follett Destiny. The online catalog is part of the Broward County Public Schools and all school catalogs can be searched through Follett Destiny.

How to read a call number

Materials in the library are classified using the Dewey Decimal System. After locating an item in Follett Destiny Library Search, the screen will provide the call number for the item. The call number is the "address" of the item on the shelf. It will look something like the following:

F	641.5
PAT	STE

The sections in the library are clearly marked, such as Fiction, Non-Fiction, Biography, Study Guides, Story Collection, etc. If you are unable to find what you are looking for, please come to the Circulation Desk so staff can assist you.

Reference collection (REF)

This is a non-circulating collection of books. There are also electronic and print abstracts and indexes available online.

Circulating collection

The circulating collection includes items which may be currently checked out. A HOLD can be put on an item that is checked out. The student or staff member will be contacted upon return of said item. All items except Reference and Reserve materials may be checked out to registered students with valid student school ID.

Audio-Visual collection (AV)

DVDs are in the Circulating AV Collection.

Professional collection (PRO)

Professional materials for instructional use by faculty are in the LMC and available for check out. These items may also be viewed in the LMC by students.

Magazines

Program-related and leisure print magazines are available for check out by students and staff.

Additional collections

Study Guides, ESOL, Early Childcare, Audiobook/Print, Large Print, Biography, Manga/Anime, and Story Collection items are part of the circulation collection.

Building Use Guidelines

This facility is here to provide the students, faculty, and staff of the institution with a pleasant environment conducive to study, research, and the continuation of the educational process. It is important that the following procedures and policies will apply in all public service areas:

Telephones and cell phones

Please be considerate of others by placing your cell phone on vibrate while in the building. Phone conversations should be taken outside the LMC.

Children and minors

In order to maintain a quiet and academic atmosphere, children under the age of sixteen are not admitted to the LMC.

Loitering and soliciting

Loitering and soliciting for donations or accosting patrons for any purpose that disrupts their use of the facility is prohibited.

Food and drink

With the exception of the Food Court, patrons are prohibited from consuming food and drinks in computer areas.

Disruptions

Disruption to the study and research of patrons or the interruption of their educational process is prohibited:

Examples are listed below:

(This is not an inclusive list.)

- Creating excessive noise
- Harassment of others
- Odor constituting nuisance or health and safety concern
- Violation of District and school dress code
- Behavior that disturbs users or staff and interferes with the use of the facility.

Destroying/damaging material, equipment or the facility

The following are examples of actions that are prohibited: (This is not an inclusive list.)

- Destruction, mutilation or defacement of any materials
- Damaging of hardware or equipment
- Misuse of furniture or the facility
- Intentional introduction of viruses into any system
- Tampering with software

Restrooms

Restrooms are located in the LMC and on the first floor.

Security and Surveillance

Alarms, unmonitored video cameras and other security devices are in use in the building.

Smoking

Smoking or any other use of tobacco products is prohibited within the facility and on the school grounds. This includes electronic cigarettes.