

## **Procedures for Macon State Students Using the Nola Brantley Memorial Library**

The Nola Brantley Memorial Library of the Houston County Public Library System serves as the library for the Macon State College Warner Robins Campus. This gives the Library the wonderful opportunity to share resources between Macon State students and Houston County residents.

There are however, some unique issues surrounding this merger.

The Houston County Public Library System belongs to a consortium of public libraries called Public Information Network for Electronic Services (PINES). As part of our agreement to participate in PINES all patrons checking out library materials, including computers, must present a PINES library card. In addition, it is Houston County Public Library System policy that patrons' PINES library cards must be clear of fines and overdue materials before logging onto a computer. This includes Macon State College students.

In order to use any computer at the Nola Brantley Memorial Library (for Internet or word processing) you must have a PINES library card. If you are a Macon State student you may also use one of the computers provided by Macon State College. To use these computers you must present a *valid and current* Macon State student ID for verification purposes in addition to a PINES library card.

**IMPORTANT:** In order to get a PINES library card you must present proof of your current address as well as a picture ID. A current and valid driver's license is acceptable. If your driver's license does not have your current address, you will need to provide proof of address from another source with your name and current address: utility bill, rental/lease agreement, insurance card, checkbook, etc. If you are under 18 years of age you must have your parent or legal guardian sign permission for you to get a library card. Legal guardians will be asked to provide proof of guardianship.

The Nola Brantley Memorial Library also maintains a small circulating collection of materials available to Macon State students, which are central to the courses taught at the Warner Robins Campus. To check out these materials you must present your current Macon State student ID. It is not necessary to have a PINES card to check out Macon State materials. In addition to these materials, there are also items placed on reserve by course instructors for use by their students. Some of these items are for overnight loan, one-week loan, or library use only. A valid student ID card is also required for use of these items. Reserved materials are also checked out on the student's ID card.

Other issues that are important to note are as follows:

The Houston County Public Library System does not provide its users with access to CD burners.

Computers used in Houston County Public Libraries are filtered as required by the Children's Internet Protection Act (CIPA). The computers provided by Macon State College located at the Nola Brantley Memorial Library are not filtered. For more information about CIPA visit:

<http://www.ala.org/ala/washoff/WOissues/civilliberties/washcipa/cipa.htm>.

The Houston County Libraries currently block access to sites under the following four categories:

1. Chat: blocks web based chat
2. Games: blocks many game related sites, including cheat codes.
3. Extreme: blocks sites particularly violent or gory or obscene in nature.
4. Sex: blocks sites that show or discuss sex or pornography.

Some software that is available on the main campus and at the Warner Robins Campus Academic Resource Center (ARC) is not available in the library at this time.

Due to network restrictions not all Macon State databases are available in the library. For access to certain databases it will be necessary to visit the ARC or login to GALILEO with the current Macon State College password.

***The parking available directly behind the library (adjacent to the Campus) and to the side of the library (to the right front of the Thomas building) is reserved for non-Macon State library patrons and staff. Parking in these areas may result in receiving a parking citation. Please use the parking areas designated for Macon State students only, even if you are using the library, because Macon State Security makes their decision to ticket a vehicle based on the presence of a Macon State parking decal not where the student may actually be.***

The staff at the Nola Brantley Memorial Library is honored to serve Macon State faculty and students. We strive to maintain excellent customer service for all of our patrons, both academic and public. If you have questions or concerns about your rights as a library patron please contact: Glenda Thompson 478-923-0128 or Pat Borck 478-471-2709  
[PBorck@mail.MaconState.edu](mailto:PBorck@mail.MaconState.edu)