S.C. O’Neal Library and Technology Center:
An Introduction
The S.C. O'Neal Sr. Library and Technology Center is located at the front of the J.F. Drake State Technical College campus on Meridian Street.
Library Hours – Fall and Spring Semesters

Monday – Thursday
8:00 a.m. – 7:00 p.m.

Friday
8:00 a.m. – 12:00 p.m.

• Closed on holidays
• Hours vary during semester breaks
• Changes in hours are posted on the front doors of the library.
Library Hours – Summer Semester

Monday – Thursday
7:30 a.m. – 7:00 p.m.

Friday
7:30 a.m. – 11:30 a.m.
<table>
<thead>
<tr>
<th><strong>Staff</strong></th>
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<tbody>
<tr>
<td><strong>Carla Clift</strong></td>
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<tr>
<td><strong>Title:</strong> Director of Library Services</td>
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<td><strong>Phone:</strong> (256) 551-3120</td>
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<tr>
<td><strong>Email:</strong> <a href="mailto:carla.clift@drakestate.edu">carla.clift@drakestate.edu</a></td>
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<td><strong>Education:</strong></td>
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<tr>
<td>• M.L.I.S. – The University of Alabama</td>
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<td>• B.S. – Alabama A&amp;M University</td>
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<td>• Certification, Library Information Technology – Bluegrass Technical and Community College</td>
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| **Lesley Shotts** |
| **Title:** Assistant Media Specialist / Assistant Librarian |
| **Phone:** (256) 551-5206 |
| **Email:** [lesley.shotts@drakestate.edu](mailto:lesley.shotts@drakestate.edu) |
| **Education:** |
| • M.L.I.S. – The University of Alabama |
| • B.B.A. – Mississippi State University |
| • A.A. – Itawamba Community College |
Contact the Library

Reference Desk – (256) 551-5207

Circulation Desk – (256) 551-5208
Visit us online

You can find information about library hours, services, and resources online. Just click the link below.

http://www.drakestate.edu/about_us/sc_one_al_sr_library_technology_center.aspx
The S.C. O’Neal Sr. Library and Technology Center offers many services to students, faculty and staff.

- Reference assistance
- Borrowing privileges
- Computer labs with Internet access
- Referrals to local or nearby libraries
- Photocopying / Fax services (Fee based services)
If you need help finding material in the library please stop by the reference desk. It is located on the first floor.
Circulation

To check out books, students must present a current student ID card.
Circulation

Students may have 10 items on loan at one time. Items circulate for 30 days and may be renewed provided no hold has been placed on the item.

A fine of $0.10 per day will be charged for each overdue item.
Computer Labs

There are two computer labs in the library, one on the first floor and one on the second floor.
Computer Labs

• Students need to sign in at the circulation desk to use one of the computers.

• Students must obtain a patron ID and password from the library staff the first time they use the computers.

• Students may print. Copies can be picked up in the copy room. Black and white copies are $0.10 per page and color copies are $0.25 per page.

• Be sure to bring a flash drive to save your work on.
A photocopier is available for student use on the first floor of the library. Copies are $0.10 per page. Computer prints can also be picked up here.
The current magazines, journals, and newspapers are located on the first floor of the library. Older issues of magazines and journals are bound and are located on the second floor of the library. These items may not be checked out.

For your convenience current magazine, journal, and newspaper subscriptions are listed on the library’s website alphabetically or by subject. Click the link below to view this page.

http://www.drakestate.edu/about_us/sc_onoal_sr_library_technology_center/current_periodical_subscriptions.asp
Types of Periodicals

• Magazines – Often cover topics of general interest and appeal to a large audience. Example - *Business Week*.

• Trade publications – Covers topics relevant to a particular group or niche. Example – Accounting Today

• Academic Journals – Articles are based on research and are reviewed by subject experts prior to publication. Example – Accounting and Business Research
To Access Databases Via Alabama Virtual Library (AVL)

• Go to www.avl.lib.al.us.

• Click on View All Resources

• Select a database from the list that appears.
To Access Databases Via Alabama Virtual Library (AVL) off Campus…

- If you are a student that lives in the state of Alabama, follow the directions on the previous slide.

- If you are a student that resides outside the state of Alabama, you will need to get a username and password for the AVL from the library staff. You must come to the reference desk in the library to get this information.

- For more information please visit the page below: http://www.avl.lib.al.us/about/geoip.php
Current Drake State students have access to three additional databases. They are:

- Associates Programs Source Plus
- Nursing Reference Center
- Cinahl Plus with Full Text

These databases are available via BlackBoard.
To access the additional databases follow the steps below.

• Login to Blackboard
• Select LIB101 from your list of courses
• Click the database tab on the left side of the screen.
• Click on the name of the database. Individualized instructions for each database can be found below the database name. A handout is provided at the bottom of the screen.
Boolean Operators

• And – will search for articles containing both terms only

• Or – will search for articles containing at least one of the terms

• Not – will search for articles containing one term, but not the other
Stop by the reference desk or call (256) 551-5207 for assistance. The librarian on duty will be happy to assist you.
Special Collections

The library has several special collections, some of which are listed below. For complete details please visit the library’s [webpage](#).

- Reference Collection
- Black Collection
- Faculty Resource Center
- Popular Reading Collection
Institutional Relationships

Drake State students may utilize the resources at Alabama A&M University’s Learning Resource Center.

To check material out from Alabama A&M, Drake students must present a current Drake State ID card. Students may check out two books.
Institutional Relationships

Drake State students may also utilize the resources at Calhoun Community College’s libraries.

To check material out from Calhoun, Drake students must present a current Drake State ID card and a copy of their current schedule. Students may check out five items.
Students should be familiar with library policies. All of the library’s current policies are available online.
Have Questions?

If you have any questions about the S.C. O’Neal Sr. Library and Technology Center please contact the reference desk at (256) 551-5207.