Western Texas College
6200 College Avenue
Snyder, Texas
WWW.WTC.EDU/LRC

Library & LRC Contacts
Glenda Boyd
Supervisor of Public Services
gboyd@wtc.edu
(325) 574-7678

Jennifer Evans
Director of Library Services
jevans@wtc.edu
(325) 574-7676

Copiers
A public copier is located adjacent to the circulation desk on the first floor. A microfilm copier is located at the Circulation Counter. Contact Library staff for all copying.

Standard Copies
Single sided 10¢
Double sided 15¢

Microfilm Copies
10¢ per page

Instant Message Reference Service
Patrons can communicate with a librarian online during certain times of the week. Go to our website www.wtc.edu/lrc and type a question in the box that says WTC Library Help.
Circulation

The Library’s combined Circulation and Information Counter is located centrally on the first floor of the LRC. Entrance into the Library is through a security system portal in front of the counter. In addition to the 24-hour book drop accessible from outside, another book drop is located in this counter.

Loan periods:
- Two (2) weeks … books
- One (1) week … audio CD and VHS
- Three (3) days … DVDs
- Two (2) hours … Kindles
- Overnight … Netbooks

Limits:
- Five (5) items
- Overdues: notices sent weekly

Fines:
- 50¢/day DVD, 10¢/day / all other media

Lost items:
- presumed lost if not returned by last due date of each semester.

Lost fee:
- replacement cost plus a processing fee

Penalties:
- “Hold Grade” notices sent at the end of each semester for overdues.
- Borrowing privileges suspended for unpaid fines and fees.

Library Cards
All WTC faculty, registered students, and staff are eligible for borrowing privileges.
- Eligible borrowers must present a WTC photo identification card at the Circulation Counter in order to be entered in the circulation database.
- The WTC photo identification card then becomes the Library borrower’s card.

Public school students and county residents will be issued a barcode affixed to the back of their driver’s license or a special WTC Library Card.

TexShare Program
- TexShare cardholders may borrow circulating media from all Texas academic and public libraries participating in the TexShare program.
- As a participating TexShare library, the WTC library honors all TexShare cards.
- A majority of Texas libraries participate in the TexShare card program.

For additional information, visit texshare.edu.

Interlibrary Loans
- Material not available in the WTC Library may be requested from other libraries.
- This is a free service only for WTC faculty, registered students, and staff.
- Requested, photocopied periodical articles and book pages are free.

Loan requests are fulfilled at varying lengths of time.

Databases
Over fifty (50) databases that include encyclopedias; reference books, literature monographs; medical information; technical, business, and scientific journals; and current newspapers and magazines.

These TexShare databases are available as a service exclusively for Texans and are licensed and administered by the Texas State Library and Archives Commission for a statewide consortium of academic and public libraries and libraries of clinical medicine. License agreements with the vendors do not permit provision of access to users outside Texas. Violation of these license agreements could jeopardize ongoing availability of these resources. WTC students, faculty, and staff are authorized to use TexShare databases.