

Campuses and Facilities

Library

The library provides a variety of resources and services in support of the curricular, professional, and individual development needs of the students, faculty, staff, and community affiliates of CGTC. The academic and personal success of CGTC's educational community is important to the library, and every effort is made to meet their informational needs.

Library Phone Numbers

Warner Robins Campus - (478) 988-6863

Macon Campus - (478) 757-3549

Milledgeville Campus - (478) 445-2333

Library Hours - Warner Robins, Macon and Milledgeville Campuses

Monday – Thursday 7:45 AM – 8:00 PM

Friday 7:45 AM – 3 PM

Saturday/Sunday Closed

NOTE: Hours of operation apply only when classes are in session. Variations from this schedule occur between semesters and on holidays. Variations are always posted in advance.

Library Borrowing Guidelines

Circulation Policy

Borrowing privileges are extended to all current CGTC students, faculty and staff. Privileges may be extended to specific user groups. Applications for a CGTC library card are available in the library. If your library card is lost or stolen, report it immediately to the library.

Loan Periods

Books may be checked out for a two week loan period. To check out materials, present your library card and the materials you want to borrow at the circulation desk. There is a check out limit of 4 books per patron.

Return

Library materials must be returned to the attendant at the circulation desk. Overdue fines are ten cents (\$.10) per day per item for all library materials. There is a replacement charge for lost or damaged items. Failure to return library materials may result in a hold placed on a student's academic record that may affect financial aid, issuance of grades and transcripts, and graduation status.

Library Resources

- * Computer Workstations/Internet Resources
- * Reference, General, and Children's Book Collections
- * eBook (Electronic Books Online) Collection
- * Current Periodical Subscriptions
- * Instructional Videos/Viewing Stations
- * GALILEO (Georgia Library Learning Online) Databases
- * Online Library Services Web Site/Catalog
- * Instruction in Library Use
- * Reference Services
- * Word Processing
- * Study and Reading Areas
- * Fee Based Photocopy Machine

Food

The Titans Cafe is located in Building I of the Macon Campus. Snack bars and vending machines are located on all campuses in several locations.

Lost and Found

All lost and found items should be reported/turned in to Campus Police/Security personnel. Items found will be held in the Public Safety Office until picked up or disposed with in accordance with applicable procedures.

Telephones

Public telephones are available for student use on all campuses. Office telephones are for CGTC business and not for student use. Students are not permitted to receive calls during class hours except in cases of emergency. Students should discourage personal

calls at school. No messages will be taken for students except in cases of emergency. No cellular phones or other electronic devices are permitted unless they are turned off or soundless.

Students having cell phones or other electronic devices must not cause disruption of class by any sounds coming from these devices. Student must not receive or make calls while in class. Instructors may dismiss the student from class if disruption occurs.

NOTE: A TDD is located in the Special Populations Coordinator's Office on the Macon Campus, and in the Student Affairs Division on Milledgeville Campus for use by hearing impaired.

Housekeeping

Every class is expected to clean the training area at the conclusion of the period or day as an integral part of the instructional program. Every department will have a routine for this activity, and students are expected to carry out their share of this duty with a cooperative attitude. No one is exempt from this duty.

Each student should practice good housekeeping throughout the building and grounds. At all times, students, faculty and staff should make use of the disposal containers on campus.