

Computers

A wireless network is available in the library.

More than 20 public computers are available for student use. Computers are equipped with Microsoft Word, Excel and PowerPoint. Laptops are also available for checkout to use in the library. Use of any of the library's computers constitutes agreement to abide by the Columbia College Ethics Code for Computer Users (www.ccis.edu/TechnologyServices/EthicsCode.asp).

Library policies

Your responsibility as a borrower

Stafford Library operates on the principle that you can be trusted to return the materials you borrow. Courtesy and overdue notices are sent prior to billing for overdue items as a reminder to return the materials.

Loan periods

- Books: 30 days.
- Loan periods vary for books checked out from other libraries.
- All other materials (videos, CDs, etc.): seven days.
- Reserve materials: vary.
- Reference books and periodicals are not available for checkout.
- Most items may be renewed twice by accessing the online catalog, calling, or visiting the library.

What if I lose a book or other materials?

If you lose or misplace borrowed library materials, please contact the library immediately. You will be charged a replacement fee and a non-refundable processing fee for the lost item. If you find the item within one year of the due date and it is in good condition, you may return the material for a refund of the replacement fee.

Confidentiality

Your library records are confidential. You must show a valid Columbia College ID card to check out materials. If calling by phone with inquiries about your library account, you will be asked for your college ID number.

Hours (Central time)

Classes in session

Monday-Thursday: 8 a.m.-midnight

Friday: 8 a.m.-8 p.m.

Saturday: 9 a.m.-5 p.m.

Sunday: 2 p.m.-midnight

Classes not in session

Monday-Friday: 8 a.m.-5 p.m.

Saturday: Closed

Sunday: Closed

Summer Session

Monday-Thursday: 8 a.m.-10 p.m.

Friday: 8 a.m.-8 p.m.

Saturday: 9 a.m.-5 p.m.

Sunday: 2 p.m.-10 p.m.

Contact information

(573) 875-7381

(800) 231-2391, ext. 7381

Text: (573) 535-5449

reference@ccis.edu

www.ccis.edu/library



Welcome to Stafford Library



Library resources

Books

Stafford Library's collection contains more than 60,000 physical books searchable through the online catalog (<http://arthur.searchmobius.org>). Current Columbia College students, faculty, and staff also have access to physical books from more than 60 MOBIUS member libraries throughout Missouri. Using the MOBIUS catalog (<http://searchmobius.org>), items can be requested to be delivered to a MOBIUS library of your choice and checked out from there.

Electronic Books

The library provides access to more than 80,000 academically focused e-books.

Articles

Journal, magazine, and newspaper articles can be found by searching the library's databases. Subject specific databases are available in business, communication studies, criminal justice, education, history, law, literature, nursing, psychology and more. General databases are also available. Articles not immediately available in full text can be requested through interlibrary loan.

Videos

Stafford Library has a sizable collection of both physical and streaming academically focused videos.

The mission of the J. W. and Lois Stafford Library is to support the teaching and learning of the college community by providing a variety of **resources and services to assist in retrieving, evaluating, and using information. Library resources and services are available to day, evening, nationwide, and online students, faculty, and staff.**

Stafford Library was built in 1989 through the generosity of J.W. and Lois Stafford. It is home to a collection of more than 60,000 print books, 80,000 e-books, 200 print periodical subscriptions, 60 electronic databases, several streaming video collections and more.



Library services

Research Assistance

Librarians are available during library hours (Central time) in person, by phone, e-mail, chat or text.

Research Consultations

Need one-on-one time with a librarian for more in-depth research help? Librarians are available to meet with students for a 30-minute consultation in person or by phone with prior notice.

Library instruction

Upon request, librarians can present a session on using Stafford Library's resources to classes. Tours may also be arranged.

Interlibrary loan

Current students, faculty and staff may request the library obtain books, articles and other types of items not available at our library or through MOBIUS. Requests can be made via a website form or in person.

Study rooms

Three study rooms with whiteboards and monitors may be reserved for quiet or group study.

Library classroom

Similar to a typical Columbia College classroom, this multimedia room may be reserved for presentation practice. Equipment includes a computer, digital projector, electronic whiteboard, document camera, TVs and VHS/DVD players. When the room is not reserved for presentation practice or library instruction classes, it may be used by multiple individuals or groups at the same time for DVD viewing or collaborative study.