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**To find a book**

Go to Library home page at [www.edison.edu/library/](http://www.edison.edu/library/)

There is a grey search box near the top of the web page. The default tab is **Books and Film**. This will search the catalog.

Enter your keyword search terms and click **Search**

Click on any title link and additional information will appear to check Call Number, location and availability

Book(s) may be requested from other libraries (Inter Library Loan)

**Lending Privileges**

*Books, CD's and Audiotape*s

Faculty/ Staff 42 Days 30 Items

Students 21 Days 20 Items

Community Patrons 21 Days 5 Items

*Videos and DVD's*

Faculty/Staff 3 Days

Students 3 Days

*Course Reserve Materials*

Students 2 Hours (or as indicated)

*Telecourse/ Distance Learning Materials*

You must be enrolled in the class.

Please show proper ID and class schedule.

Items may be loaned until the end of the current semester

**To find an article/use the databases**

You'll need a Connect card to access the databases, both on and off campus

Go to Library home page *at* [www.edison.edu/library/](http://www.edison.edu/library/)

There is a grey search box near the top of the web page. Click on tab **Articles in Databases**.

Enter your 8 digit code (off your Connect ID card)

Enter your PIN number

Select a relevant database and begin searching

**Need assistance using databases?**
Click on **Research Guides** tab for suggestions from your Edison Research Librarians !

Select a subject to find database, book, film, and website suggestions for your research

**Printing/Copying and Saving**

**You must buy a PRINT CARD to print in the library!** Purchase a card in the Library.

A copier is available in the library and the charge is .05 cents a page using your **PRINT CARD** only.

We strongly recommend a USB flash drive to save your documents. **Our computers will not allow you to save to their hard drives.**

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![C:\Documents and Settings\dtaylor3\Local Settings\Temporary Internet Files\Content.IE5\YDO7MPY5\MCj04348370000[1].png]()

All cell phones and pagers must be turned off or in silent mode.

Please go outside if you need to speak on your phone. Thank You!

Revised Fall 2011



**Overdue & Lost Materials**

Replacement costs for lost material are set by the Board of Trustees and include administrative and overhead charges. Edison College charges replacement costs for overdue or lost materials solely to secure their prompt return. You can renew your material online or at the Circulation Desk.

The Edison College Library Card must be presented to check out materials. Cards are not transferable and cardholders are responsible for all materials charged to their accounts. If you have a change of address, it is your responsibility to notify the library and/or Edison College with current information. When you receive "late notices" it is your responsibility to respond and take action concerning late or lost materials.

Monday - Thursday 7:30 AM – 9:00 PM

Friday 7:30 AM – 4:30 PM

Saturday 9:00 AM – 2:00 PM

Sunday CLOSED

COLLIER CAMPUS LIBRARY
G Building
(239) 732-3774

http://www.edison.edu/library/

**Edison Libraries**

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**Collier Campus Student Activities/ Clubs**

http://www.edison.edu/collier/campusclubs.php

**Your Edison Email and WEBCT**

To get to WEBCT/Edison Portal:

*http://my.edison.edu*

Login to Edison College Online System

Follow Directions

Password problem? Call Help Desk: 489-9202 (On Collier Campus: ext. 1202)

To find a syllabus for Distance Learning Class:

Go to http://www.edison.edu/elearning/

Click on "Courses & Syllabi"

Choose your semester & classes/courses

**Learning Assistance Lab J-204**

Monday - Friday 9:00AM - 9:00PM

TUTORS are located in the Learning Assistance Lab

**Anthony P. Valenti**

Collier Campus Director-Learning Resources

7007 Lely Cultural Parkway

Naples, FL 34113

(239) 732-3776

apvalenti@edison.edu

**IMPORTANT NUMBERS**

|  |  |  |
| --- | --- | --- |
| Admissions | M Bldg | 3701/3702/3704 |
| Advising | M Bldg | 3703 |
| Biology Lab | E-109 | 3604 |
| Book Store | M Bldg | 3738 |
| Career Center | A-144 | 3792 |
| Cashier | M Bldg | 3714 |
| Chemistry Lab | E-121 | 3606 |
| Computer Lab | G-117 | 3774 |
| Financial Aid | M Bldg | 3705 |
| Library | G Bldg | 3774 |
| Learning Assistance Lab/ Math/English  | J-204 | 3773 |
| Nursing/AP | J-117 | 3745 |
| Nursing/Basic | J-117 | 3748 |
| Peer Tutorial Lab | J-204 | 3771/3916 |
| Physics Lab | E-108 | 3793 |
| Security | A-135 | 3712 |
| Student Government | A-118 | 3736 |
| Testing Lab | J-217 | 3706 |
|  |  |  |

All extensions listed above follow (239) 732-xxxx format.

**Collier Campus Continuing Education**

http://www.edison.edu/collier/ce/

**Registration Hours**

 Monday - Thursday 8:30 AM - 7:00 PM
 Friday 8:30 AM - 4:30 PM

**Academic Advising Hours**

Monday - Thursday 8:30 AM - 7:00 PM
Friday 8:30 AM - 4:30 PM

No appointments necessary

**Testing Center Hours:**

[*http://www.edison.edu/elearning/testing*](http://www.edison.edu/elearning/testing)

**FOR DISTANCE LEARNING EXAMS YOU MUST HAVE:** Photo Identification, Course No., Course Name, Professor Name, Type of Exam *(telecourse, internet, compressed video, distance).*

**Bookstore Hours:**

Monday & Tuesday 9:00 AM – 6:00 PM
Wednesday & Thursday 9:00 AM – 4:00 PM

Friday 9:00 AM – 1:00 PM

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