HOW TO SEARCH FOR BOOKS

• Go to http://library.rts.edu/ to look for a book in the Atlanta library.
• Use the browsing guide (black binder) in the library to select by physically browsing the stacks.
• Locate call numbers by using the maps posted on the pillars in the library and reference room.

3 WAYS TO CHECK OUT BOOKS (for RTS ATLANTA students only)

Traditional Check Out (Monday-Friday 8-5)
Note the local call number and locate the book in the library/reference room using the map.
Once you have pulled the books you want to check out, take them to the circulation desk in the lobby.

Remote Check Out (for RTS ATLANTA students only)
Search online, download & complete the “Library Book Remote Check Out Form” and email it to library.atlanta@rts.edu at least 12 business hours before pick up. Your book(s) will be remotely checked out and ready to be picked up at the circulation desk in the lobby when you arrive.
*If emailing from off campus, omit the book barcode on the form.

Weekend/Evening Check Out (for RTS ATLANTA students only)
Locate the book you want, complete the “Library Book Remote Check Out Form” and leave the form on the circulation desk in the lobby or email it to library.atlanta@rts.edu before you take your books off site.
*For weekend/evening check out, you must enter book barcode on the form.

LIBRARY CARD

Library cards have been created for all registered students this term who do not already have a card. If you’d like to check out books, pick up your card at the circulation desk.

RENEWING BOOKS

Books may be renewed for another month in person or remotely (by phone or email with the book barcode), if no other borrower has requested a hold on it. Maximum one renewal per book.
Library Usage Information_Part 2 of 2

ONLINE DB OF ACADEMIC JOURNALS
On campus:  Go to  http://www.rts.edu/site/resources/library/research.aspx
Off campus:  Go to  http://www.rts.edu/site/resources/library/research.aspx  and login by using your nine-digit RTS ID and the password “RTSlibrary” the first time. Change the password to your personal password for future use. (RTS login is only applicable when you access online DB through the above link.)

INTER-LIBRARY LOAN
If you have found a book or an article that you would like to check out from another RTS campus library, and you have an RTS Atlanta library card, obtain the “Inter-Library Loan Request Form,” complete it, and submit it to David Ponter at distance.librarian@rts.edu.

If you are a student from another RTS campus and would like to check out a book from the Atlanta library, contact your home campus librarian to arrange an Inter-Library Loan.

RETURNING BOOKS
Books checked out
Simply place check out Atlanta campus books in the wooden “Return Books” box that is in the library. ILL books should be mailed directly back to the distance librarian.

Books used on campus but not checked out
For books used on campus but not checked out and Reserved or Reference books that may only be used on campus, place the book in the wire basket in the library or the plastic return bin in the reference room immediately after each use the same day, so that others may also have a chance to use them.

OVERDUE BOOK FINES
Payment of overdue book fines will be accepted cash only. We do not have change, so please bring the exact change. Unreturned overdue books may prevent you from registering and/or graduating.