

RINGLING COLLEGE OF ART AND DESIGN  
**LIBRARY INFORMATION FOR STUDENTS**

[www.lib.ringling.edu](http://www.lib.ringling.edu)

**Library Hours: Academic Year**

Mon –Thurs 8:00 a.m. – 11:00 p.m.  
Friday 8:00 a.m. - 6:00 p.m.  
Saturday 12:00 p.m. – 6:00 p.m.  
Sunday 10:00 a.m. – 11:00 p.m.  
Holidays and break hours as posted.

**Highlights**

Online digital images, sounds, periodicals,  
reference books  
Electronic books  
Exhibition catalogs, Artist's Books  
Instruction for classes and individuals  
Course Reserves  
Holds on books, DVDs, and videos  
Interlibrary Loan--free to Ringling College  
faculty, staff, and students  
Students can recommend books, DVDs  
periodicals

**Research & Reference Consultations**

[research@ringling.edu](mailto:research@ringling.edu)

**Instruction and Research Services Librarian-**  
Daily Monday through Friday.

**Peer Research Consultants-** Sunday through  
Thursday from 7 to 11 p.m. Trained students  
available to assist peers with research. Drop-in  
service and by appointment.

**Equipment for Use in Library**

MACs and PCs with application software  
Scanners attached to MACS  
Internet terminals for online catalog, email,  
web browsing, access to IQ Web  
DVD, Video, CD players, slide projectors  
Light table and portable light boxes  
Paper cutters, 25" x 24", 17" x 18"  
Cutting pads, rulers, staplers, hole punch

**Photocopier**

**Black and White:** *10¢ per copy 8 1/2" x 11"  
and 11" x 17." Copier transparency material is  
\$.25 & \$.75 per sheet.*

**Cell Phones Silent**

Set cell phones on silent and take calls outside.

**Covered/Capped Drinks Permitted**

**Circulation (Check Out)**

Students may have up to 40 items checked  
out at one time. Loan periods are:

Books	21 days
DVDs and Videos	3 days
CDs and CD-ROMs	3 days
Bound Periodicals & Annuals	5 days
Loose Issues of Periodicals	1 day
Light boxes	7 days

Overdue Fines are 20¢ per day on 21-day  
loans and 50¢ on 1, 3, and 5-day loans.

Renew online using "My Account/Renew"  
link at [www.lib.ringling.edu](http://www.lib.ringling.edu).

Renew by phone at 941-359-7587. No  
voicemail renewals. No phone renewals for  
Interlibrary Loans.

**Online/Digital Resources**

Connect to the online catalog and digital  
resources at the Library Website  
[www.lib.ringling.edu](http://www.lib.ringling.edu).

**Copyright/Plagiarism**

Copyright and plagiarism both address  
**intellectual property** rights. **Copyright** is  
the right of the author or artist to reproduce,  
distribute, adapt, publicly perform, and  
publicly display works they have created.  
These rights are protected by federal and  
state laws and international treaties. When  
using text, visual, or digital resources  
remember that their use in a classroom and  
educational setting differs from their use for  
non-educational or commercial purposes.  
**Plagiarism** is appropriating the ideas,  
images or writings of someone else and  
presenting them as your own or not giving  
credit to the originator. Plagiarism is a  
violation of the Ringling College Code of  
Student Conduct.