Library Services

Research Assistance
Library staff is available to help with your research.

Contact the Library
- in person: CC 1770
- by phone: (260)-480-4172
- online via email and chat:
  go to the Library website and choose Ask a Librarian

Reserve Collection
Instructors may place textbooks, DVDs, or other course materials on reserve in the Library for students to check out for in-Library use. For more information, go to the Library website and click Course Reserves.

Borrow Books from Another Library (Interlibrary Loan)
You can request that books or articles from other libraries be sent to the Ivy Tech Library for you to check out by completing the ILL Request Form on the Library homepage. Delivery may take 1-2 weeks.

Collaborative Study Rooms
Two rooms with tables seating 1-4 and one large room with seating for 1-8 are available for groups to reserve for up to 4 hours at a time. The larger Digital Study Room is equipped with a computer and large television to facilitate group work.

Reservations can be made in person, by phone, or on the Library website by clicking Reserve Rooms.

Copier
A copier is available for student use.

Wireless Internet
Wireless is available in the library.

Library Computers
The Library has 50-desktop computers, 10-Laptops, 2-CAD Stations, and 2-iMacs available for student use. These computers have various software applications and plugins to accommodate coursework.

Printers
The library has black and white and color printing. Read all print screens to ensure that you agree to the cost of your print job. Students can also print wirelessly from their own laptops.

Scanners
There are two scanners that can print to the color or black and white printers, and two others that can send documents to an email address or save them to a USB/flash drive.

Spring/Fall Hours
Monday—Thursday
7:45 a.m.—8:45 p.m.
Friday
7:45 a.m.—6:45 p.m.
Saturday
9:00 a.m.—1:45 p.m.

Summer Hours
Monday—Thursday
7:45 a.m.—8:45 p.m.
Friday
7:45 a.m.—4:45 p.m.

Classes Not In Session
Monday—Friday
8:00 a.m.—4:45 p.m.

Library hours are subject to change
Circulation Policies

Borrowing Library Materials
Use your Ivy Tech ID card to check out up to 20 items. ID cards can be obtained at the security desk in Harshman Hall. If you are unable to check out items due to fines owed, etc., materials can be held for you at the circulation desk for up to 3 days.

Do not loan your ID card or checkouts to anyone else. You are responsible for damaged or lost materials checked out to your card.

Loan Periods
Books, puppets, audio materials, laptops, GoPro video cameras, and back issues of magazines and journals can be checked out for two weeks. Videos may be checked out for viewing within the Library.

Renewals
Most items may be renewed for an additional two-week period, twice, for a total of six weeks, if there is not a waiting list for those items. Renew materials online by visiting the Library website and clicking IvyCat in IvyCat, click My Account at the top of the screen to login and renew your materials. Laptops and video cameras must be renewed or returned in person.

Returns
Please return materials in the book drop outside the Library's main (south) entrance. (Books may also be returned in the Library drop box on the North campus.) Materials will not be automatically checked in if they are left inside the library.

Lost or Damaged Items
Failure to pay fees for lost or damaged items will result in suspension of your borrowing privileges. You will also be unable to drop or add classes, graduate, or get a copy of your transcript.

Library Laptops and GoPro Cameras
Laptops and GoPro Cameras may be checked out for two weeks to students who have:
- completed one semester
- a cumulative grade point average of at least 2.0
- a recommendation from an Ivy Tech Fort Wayne instructor in whose class they are currently enrolled

Students who don’t meet the above criteria may check out laptops for use in the library. For more information about laptop/camera checkouts and instructor recommendation requirements, visit the Library website and choose Borrow Technology.

Research

Library Website
The Library website provides 24-hour access to:
- over 150,000 online books
- over 50,000 journals, magazines, and newspapers
- encyclopedias
- video and sound clips
- image galleries
- career information
- help with citing sources

and more! To access the Library website, login to MyIvy at and select the Library or visit https://library.ivytech.edu/fortwayne

Physical Library
Located in Room 1770 on the Coliseum Campus, the Library contains over 20,000 books; over 50 subscriptions to print magazines, journals, and newspapers; and almost 5,000 videos/DVDs supporting Ivy Tech’s varied courses.

Back issues of journals and magazines are kept for three years, while newspapers are kept three months.

The Library also has a wide range of fiction, children’s books, audiobooks, puppets, and more.

For updates about Library News, visit https://fwlibraryblog.com/

Courtesy

Food and Drink
Snacks and drinks are allowed anywhere in the Library except at the computers. Please leave your snack or drink with a staff member if you are using a computer.

Cell Phones
Please silence your cell phone and make or take your phone calls outside of the Library.

Pornography
Ivy Tech policy prohibits the use of college computers to access graphic pornography which may be offensive to others, and doing so may result in loss of Library privileges. Accessing child pornography may result in arrest.

Children
College policy requires that all minors be under the close supervision of a parent or guardian at all times.