



LIBRARY

Student Handbook

2008 – 2009

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HEART OF GEORGIA TECHNICAL COLLEGE LIBRARY

Welcome to the Heart of Georgia Technical College centralized library in Louie Livingston Hall located on the Dublin campus. The library serves on-campus students, online students, students at the Little Ocmulgee Instructional Center as well as students at affiliated learning centers.

Mission Statement

The mission of the Library/Media Center of the Heart of Georgia Technical College is to be the center for education in information literacy by providing access to resources and services that prepare students for their chosen career path. The Library/Media Center provides support for all subject areas within the certificate and degree programs offered by the College. To this end the Library develops, maintains, and makes accessible a well-balanced collection of information resources in a variety of formats and delivery options in order to meet institutional objectives.

Hours of Operation:

Monday through Thursday: 8:30 am - 8:00 pm

Contact Us:

Library Web Page: www.heartofgatech.edu or follow the link from the Home Page

Library e-mail: library@heartofgatech.edu

Library Fax number: 478 – 275 – 6594

Library Phone number: 478 – 275 – 6593

What is at the Library?

- The library houses thousands of resources including print, online, audio, and video formats. A selection of newspapers, magazines, and journals are available with the technology to use them.
- The library catalog is available online so it can be searched from any computer with internet access as well as from the library.
- A collection of reference works (Encyclopedias, dictionaries, almanacs, plus much more).
- The library has a computer lab as well as 10 laptops (for in-library use), all with internet access.
- Reserve Collections, selected periodically by instructors, for specific classes to utilize in the library.
- There are two study rooms which can be reserved for small group work.
- Printers and a copier are available with a fee (\$.10 per copy or printed page). The library abides by the posted copyright information.
- There is space for quiet study, worktables, soft-seating, and a coffee area.
- Librarians and a staff to assist you.

What is available online?

- The HGTC Library catalog.

- **Online resources are available through Galileo** (Georgia Library Learning Online) and include a vast collection databases, journals, and reference materials – many in full text!
- **Netlibrary** holds over 40,000 full-text books available for your use. These online resources are password protected.
- **Encyclopedia Britannica** online offers information, video, related information and more.
- **Passwords** are available at the library or from instructors. The library will also make the password available to a student through an e-mail to a currently registered student’s HGTC account.
- Online resources are available 24/7!
- **Library page** - see what is available at the on the HGTC website.

What will you find at the Library page on the HGTC Website?

- The Library web site provides access to Library resources.
- Resources include the Library OPAC (online catalog), where you can search for materials held in the library.
- Links to Galileo (online databases, journals, newspapers, reference materials, etc. – many full-text.) and NetLibrary (over 40,000 full text books) are on the library page.
- Tutorials – both library and Galileo.
- Links to helpful information.
- E-mail link to contact the library for information or reference assistance.
- Library Hours, Phone, and Fax.
- Lending/Borrowing Policy, Renewals, Overdue Fines, and Lost or Damaged resource fees.

What library policies should students be aware of?

Borrowing

- Circulating items may be borrowed for a 3 week period.
- Limited renewals may be processed in person, over the phone, or through emails.
- ALL items are due at the end of the quarter regardless of date due.
- Fines accrue on late items (books \$.10 per operating day, videos and DVDs \$.50 per operating day) – all fines are due at end of quarter with the returned item. If the item is lost the current cost to replace that item is then charged. A Banner hold will be placed on the student’s record if account is not paid by the end of the quarter.

Non-Circulating Items

- The reference collection, certain journals, newspapers, reserve items, computers, some AV materials (May be used in the library only).

Holds

- Holds may be placed on items that are currently checked out to another patron. When the item becomes available, an email will be sent to the patron placing the hold.
- The item will be held at the circulation desk for 4 library business days. It will then be shelved or passed to the next hold on the list. Holds are tracked in Surpass.

Reserves

- Materials or a collection of materials may be requested by an instructor to be put on reserve in the library or in a classroom.
- Students may sign out these materials for *in library* use if the reserve materials are held in the library.
- If the instructor houses the collection in the classroom, he/she can set the *use parameters* as long as the materials are accounted for and returned at the agreed upon time.

Reference Service

- Reference service is provided to facilitate fast and efficient access to needed information. This will be provided for any patron by library staff.
- Reference questions may be directional – i.e. where to locate an item, how/where to sign up for a study room, a specific area of the library, the location of restroom, etc.
- Reference questions may be instructional – i.e. how to look for specific information, which sources would be best for needed information, how to use equipment, etc.
- Reference questions may require assistance for more in-depth research when multiple resources are needed.
- Reference questions could be communicated in person at the library, over the telephone, or through email to serve local, distance, and online students as well as faculty and staff.
- In library patrons will be assisted as soon as possible; telephoned questions may require a return call, and emailed questions will be checked at multiple intervals during the day and assigned to appropriate personnel for action.

Cooperative Reciprocal Borrowing Agreements

Heart of Georgia Technical College maintains cooperative, reciprocal loan agreements with 33 technical colleges and Board of Regents Colleges. HGTC students may borrow appropriate materials from other technical colleges upon presenting a valid, current, HGTC identification badge. They may return these items to the lending college or HGTC.

- Technical College System of Georgia
Adopted on March 2, 2006
- East Georgia College Reciprocal Agreement
Adopted on April 1, 2008
- Georgia College and State University Reciprocal Agreement
Adopted on October 2, 2007
- Middle Georgia College Reciprocal Agreement
Adopted on September 7, 2007

Interlibrary Loans/ Charges

- There is no charge to patrons utilizing ILL (Interlibrary Loan) services unless the lending institution requests payment. Patrons will be notified of any charge prior to ILL request.
- Lost ILL materials will be paid for by the patron at the cost charged HGTC.
- Standard procedures will be conducted to receive reimbursement from the local patron.
- A Banner hold will be placed on the student's records if account is not paid by the end of quarter.

Bibliographic Instruction/Orientation

- Will be provided by the library staff during a scheduled SCT100 class early in the quarter.
- Will be provided when requested, at agreed upon time, for special projects or techniques.
- Will be provided for special groups as needed, i.e. new faculty or staff.
- Patrons will be assisted on request.

Computer lab and laptops

- Accessible during library hours.
- Sign-up for use required.
- Internet access on laptops also.
- HGTC Internet and Computer Usage policy applies at all times.
- Equipped with appropriate software.
- Laptops are for in-library use only and may not be checked out.
- Software applications/programs not owned or approved by HGTC are not allowed on any computer in the lab or laptops.
- Gaming is not allowed on computers in lab or laptops

Cell Phones

- Phones must be on a silent mode.
- Any phone conversations must take place outside of the library.

Food and Beverages

- **No** food is allowed in the library.
- Beverages are allowed in spill-proof cups only.
- Coffee will be for sale in the library – bring your own spill-proof cup!

Children and Other Dependents

- Adults must accompany and supervise children who are under 10 years of age.
- Adults may not leave children under 10 unattended in the library. Young children must stay with adults.
- Children's computer use is restricted to school work. Children under 10 must be supervised by an adult in the computer area. See the AIC (administrator in charge), if necessary.
- Adults with disruptive children, toddlers, and babies will be asked to remove the children from the library.
- The library staff assumes no responsibility for watching or caring for children or personal belongings.

Disruptive Behavior

The library maintains an atmosphere conducive to research, study, and quiet reflection. Therefore, students are asked to avoid participating in distracting conversation and/or behavior. Students and/or visitors who distract others will be asked to cease and desist. In the event that those involved refuse, staff will notify the Library/Media Services Director and/or another Administrator. Library resources and services are a privilege, not a right. Violating patrons may be banned from Library privileges.

How can I help the library continue to improve to meet student needs?

If there is a book, journal, DVD, or other resource you would like to find in the Library collection please let us know.

If you have a suggestion for purchase let us know. We will consider your recommendation and purchase as our budget allows. You should ask for and submit a Collection Development form available at the circulation desk. If you do not have a specific item in mind but would like to find more resources on a subject or in a certain format use the same form.

Date _____

Collection Development Resource Request Form

Title: _____

Author: _____

Publisher: _____ ISBN: _____

Edition: _____ Publication Date: _____ Price: _____

Or, Resources on the following subject/topic: _____

Type of Material (Format) _____ Program: _____

Name of Faculty/Staff/Student requesting resource: _____

Thank you for your interest in the HGTC Library!

Use the “Comment Card” to let us know how we are doing or how we might improve our service to students.



Your Comments are welcome!
How was your Library Experience?

I quickly and easily found what I needed ___
I found what I needed with assistance from a Library Staff member ___
I was not able to find what I needed ___

My experience would have been better if _____

Name (optional) _____
Student--Faculty-Staff-Administration-Community member
(circle one)



How do you locate items in the library?

Library of Congress Classification

Listed here is a *brief* outline of the Library of Congress Classification System. The Library of Congress Classification System uses Letters and combinations of letters and numbers to organize books on library shelves. The goal is to organize books so the same or similar subjects are located together.

- A** General Works
 - Encyclopedias, Dictionaries...
- B** Philosophy, Psychology, Religion
 - **B-BJ** Philosophy, Psychology
 - **BL-BX** Religion
- C** Auxiliary Sciences of History
 - **CB-CR** History of Civilization, Archaeology, ...
 - **CT** Biography
- D** History – General and Old World
- E-F** History – America (Western Hemisphere)
- G** Geography
 - Maps, Anthropology, Oceanography
 - **GR** Folklore,
 - **GV** Recreation
- H** Social Sciences
 - Statistics, Economics, Sociology

- J** Political Science
 - **JA-JC** Political Science
 - **JF-JQ** Constitutional History & Public Admin.
 - **JS-JX** Local Govt., International Law

K Law

L Education

M Music

- N** Fine Arts
 - **NA-NK** Architecture, Sculpture, Graphic, Painting, Decorative

- P** Languages & Literature
 - From Cultures and Countries of the World
 - Includes Current Fiction

- Q** Science
 - Math, Astronomy, Physics
 - Chemistry, Geology,
 - Natural History, Botany

- QL** Zoology
 - **QM** Human Anatomy
 - **QP** Physiology
 - **QR** Bacteriology

R Medicine

- S** Agriculture
 - Plants, Forestry, Fish and Animal Culture
 - Hunting Sports

- T** Technology
 - Engineering, Construction
 - Motor Vehicles, Aeronautics
 - Mining, Metallurgy
 - Computers
 - Photography, Manufactures
 - Arts & Crafts, Home Economics

U Military Science

V Naval Science

Z Bibliography and Library Science

For a more detailed outline of the LC Classification System visit the Library of Congress <http://www.loc.gov/catdir/cpsol/lcco/> or TLC at <http://www.itsmarc.com/crs/LCSO0001.htm>

How do you find a book on the shelf once I have a call number from the catalog?

When you search the online catalog you will get a list of materials that meet your search criteria. On the left side of the title you will find a “call number.” This call number will contain both letters and numbers. It will appear vertically on the result list but may appear horizontally in other areas. Before you start the hunt check the status of the item to make sure it is not checked out! This information will show up on the item record on your result list.

For example:

TK
5105
.S54
.
2004

may also appear as: TK5105 .S54 . 2004

What information is contained in the “call number”?

The first 2 lines TK 5105 tell us that this resource is about telecommunication networks.

The .S54 generally provides information about the author’s last name. Here, it represents Shema, Mike. The last line usually gives you the year of publication.

The information is read from left to right and top to bottom. To locate a book, take each line at a time.

1. First locate the area of the library that contains books on “technology” (first line begins with T). Use the library map for a general area.
2. Follow the T’s until you find TK – T, TA, TC, TD, TE, ... until you get to TK (alphabetical order)
3. The second line reads as a whole number – Follow the TK’s until you reach 5,105. (numerical order)
4. The third line is a little trickier. You will use alphabetical order to locate the “.S.”
5. You notice that there is a decimal point in front of the “.S.”
6. This means that you treat the number as a decimal. Here it would be .54 (like 54 cents). You may find that some materials have more than one of these lines. Keep going line by line until you reach the book you are searching for.
7. The last line is usually the publication date. If everything else is the same you follow the chronological order of the date. This might occur if the same author updated a resource and publishes a newer edition of the book using the same title.

Examples:

TK 5105 .N4652 . 2003	TS 155 .C48 . 2005
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TK would come before TS on the shelf.

TK 5105 .C49 . 2005	TK 5105 .C68 . 1988
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The first 2 lines are the same so you look at the next line. The “C” is the same, so you look at the numbers. .49 is less than .68 so it comes first on the shelf.

T 385 .S754 . 2005	T 385 .S76 . 2005
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Again, the first 2 lines are the same so you look at the third line. The “S” is the same so you look at the numbers. Remember, the numbers read as decimals because of the point before the “S.” Because .754 is less than .76 it will come first.

We will be happy to assist you until you are comfortable with the system!