

# Southeastern Technical College Library Guide

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### **Library Rules**

- Please keep excessive noise to a minimum; others are trying to concentrate.
- Cell phones should be set to silent. Cell phone conversations should be conducted outside the building.
- Since this library is considered a place of work, children are not allowed in the library.
- Food or drinks are not allowed in the library.
- Magazines and newspapers are not to be removed from the library. A library assistant will be happy to assist you in making copies of anything you need for school.
- Please see a staff member when equipment in the library is not working properly. Do not attempt to work on equipment.
- Personal CD's, other than those related to class work, are not allowed on the computers.
- Headphones must be used for music or sound. The volume must be low enough so others can't hear it.
- Be considerate of others.

### **Checking out books**

- The STC Library has a collection of over 19,000 books and manuals. You can check them out for 3 weeks at a time. Student ID is required.
- A late charge of \$0.10 per day will be charged each day past the due date. Overdue notices are sent out monthly. After the 4th notice, a hold is placed on a student's BANNER account. In order to lift the hold, the student must do one of two things: Return the book to the library or pay the library the replacement cost of the book plus \$10.00.
- Any item that is lost or damaged beyond repair while circulating will result in a replacement cost plus \$10. Books are replaced with current edition. Students that vandalize or steal library materials may be subject to disciplinary action.
- Librarians will mail any circulating item in the Library to off-campus students who are currently registered and without holds on their Banner account. The student is responsible for returning the items to the Library. All other fees and fines are the same as for those on campus. The student should contact the librarians for this service.

### **Ebooks**

- The STC Library has a collection of over 300,000 electronic books. You can access these books through our library catalog and GALILEO.

### **GALILEO -- [www.galileo.usg.edu](http://www.galileo.usg.edu)**

- This outstanding collection of over 120 databases is online at any computer on campus. Many of the databases contain full-text articles and are accessible through the Internet off campus with a password. Ask for the password at the library desk or click on "Ask a Librarian" from the Library website
- .By using Remote Access/IDS, you do not need the off-campus GALILEO password. Once you login to Remote Access, click on the Internet Explorer link within Remote Access/IDS. Go to the Library page and click on the GALILEO LINK. You can now search GALILEO as you would on campus.
- Online students can click on the GALILEO link in BLACKBOARD found under the Resources tab in your course.
- A GALILEO link is also available by logging into <http://my.southeasterntech.edu>.

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### **Ask a Librarian**

- Students, faculty and staff at STC who need help with research or have questions or comments about the library may e-mail the librarian by completing and submitting the “Ask a Librarian” form from the Library website. In most instances, you will have a response the next working day.

### **Computers**

- Computers are available in the library with a wide variety of software applicable to the programs at STC.
- When a class reserves the library or lab, you may continue to work on your computer as long as there are enough computers for the class.
- Also, the library has wireless access. Students are encouraged to bring their laptops that have wireless capabilities.
- A student must use his/her student id number and 6 digit pin to login to any campus computer.

### **Copying**

- Copies from word processing and the Internet are free and for academic purposes only. A photocopying machine is available to students for 10¢ a page.

### **Special Needs**

- Some computers in the library are equipped with attachments to assist people with visual impairments.
- Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Director of Library Services privately to discuss specific needs. Requests for assistance or advice about access will be dealt with on an individual basis in consultation with the Special Needs Office if appropriate.

### **Request for Purchase**

- The library gratefully accepts suggestions for book purchases from faculty, staff, and students. The library reserves the right to limit purchases to materials related to the curriculum or otherwise deemed appropriate. Complete and submit the Purchase Request form under Services on the Library homepage, or contact the librarians for assistance.

### **Interlibrary Loan**

- STC is a member of Georgia OnLine Database (GOLD). This allows students and faculty to access materials at other libraries. Complete and submit the Interlibrary Loan form under Services on the Library homepage, or contact the librarians for assistance.

### **Equipment**

- A wide variety of equipment is available for classroom use. Projectors, TV/VCR/DVD, laptops, digital cameras can be checked out for presentation purposes. Contact your instructor.

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### **How to Find Books using Library of Congress**

- STC Library uses the Library of Congress (LC) classification system to organize its materials. You can think of a call number as a book's address on the shelf. The first line in a Library of Congress call number classifies the item by its subject according to the LC Classification System.
- LC call numbers are first arranged alphabetically, according to the letter or letters at the beginning of the call number, which correspond to the subject matter of the item.
- Example: Call numbers beginning with P are followed by PA, PB, PC, etc. Within the alphabetical section, books are arranged by the number(s) that follow. Notice that these numbers are regarded as whole numbers. For instance, PS 345 comes before PS 1200.
- Example: QA 56 before QA 234 before QA 234.57 before QA 234.8
- Editions are often arranged by date or by the date and letters.
- Example: PS 3525 .I52 1971 before PS 3525 .I52 1973 before PS 3525 .I52 1973a

### **Glossary of Library Terms**

- **APA Style of Documentation**

- The American Psychological Association (APA) is an organization that sets standards for recording your sources when you write a paper. If your instructor tells you that you must write your paper in APA Style, you need to come to the library and look at the Publication Manual of the APA to learn how to set up your paper and cite your sources of information.

- **Bibliography**

- A list of citations to books, articles or other items used in research on a particular subject; usually listed at the end.

- **Call Number**

- A combination of letters and numbers used to place a book or periodical in its proper place on the shelf.

- **Citation**

- All of the information needed to identify your sources of information. Most often, citations refer to books or articles, but they can identify videos, live interviews, radio programs, and much more.

- **Database**

- A collection of information organized and presented to serve a specific purpose. Some examples are: telephone books, MEDLINE (the National Library of Medicine's database) and the Georgia Business Directory.

- **GALILEO**

- GALILEO stands for GeorgiA Library LEarning Online. It is a collection of web-based databases that allows students in Georgia to research almost any topic from their computers.

- **Journal**

- A scholarly magazine which is usually read by people in a particular profession or academic subject area. Journal articles are based upon research and usually have extensive footnotes and bibliography.

- **Keyword**

- When you perform a search in a large database, the system will usually look only for keywords. That is, words that identify an entry or set it apart from the others. Words such as "the," "of," and "for" are not keywords and are usually dropped from the search. Most often, you need to type in only keywords to find what you are looking for.

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- **Library of Congress (LC) Classification System**
  - A system using a combination of letters and numbers to indicate the subject content of library materials. Materials are shelved by the call numbers of the LC classification system. Most academic libraries use LC classification system while most public libraries use the Dewey decimal classification system.
- **Magazine**
  - A popular periodical usually read for pleasure or for keeping up with current events. Magazine articles usually do not contain footnotes or bibliographies.
- **MLA Style of Documentation**
  - The Modern Language Association (MLA) is an organization that sets standards for recording your sources when you write a paper. If your instructor tells you that you must write your paper in MLA Style, you need to come to the library and look at the MLA Handbook for Writers of Research Papers to learn how to set up your paper and cite your sources of information.
- **Periodical**
  - A general term referring to any publication that is published at regular intervals of time: weekly, monthly, quarterly, etc.