

## **2008-09 LIBRARY INSTRUCTION & SERVICES GUIDE**

**HOLT LIBRARY**  
**SOUTHWESTERN COMMUNITY COLLEGE**  
**447 COLLEGE DRIVE, SYLVA, NC 28779**  
**(828) 586-4091 EXT. 268 / 269**  
[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)

### **LIBRARY OVERVIEW**

The library staff welcomes you to Holt Library, located on the south end of campus in an attractive, energy-efficient building of 11,000 square feet that includes capacity shelving for 40,000 volumes and seating space for 120 people. The building houses the book collection, periodicals, microfilm, audiovisuals and online databases, as well as a computer lab with 24 workstations and 8 wireless laptops, a conference room, and other College offices. Our website at [www.southwesterncc.edu/library](http://www.southwesterncc.edu/library) is an excellent starting point for finding research sources and learning about the services and resources available. The Holt Library provides services to local community residents as well as the students, faculty and staff at SCC.

The Library contains various types of print and non-print media. The book collection currently has 31,000 volumes that relate directly to academic course offerings. The reference section offers many specialized resources including legal references and literary criticism. A varied collection of fiction and general-interest books is also available. Easy access to materials is accomplished with an open-shelf concept, along with the CCLINC online catalog and circulation system, which is always accessible on our website. Internet access and the Microsoft Office 2007 suite are provided on the library computer lab workstations and laptops.

The Holt Library is part of an online consortium of 46 community college libraries across North Carolina, known as CCLINC. Registered users may request materials from these libraries and the library receives them by mail in about a week. Nationwide interlibrary loan services are also available by contacting library staff. All library materials must be returned by the end of each semester and accounts cleared before students will be allowed to register, graduate or receive a transcript.

The Library subscribes to 200 magazines and newspapers. Journals and magazines check out for 7 days at a time. Also included in the Library collection are bound volumes of magazines and microfilm of 170 periodical titles. The audiovisual media collection includes audiotapes, slides, transparencies, videotapes, DVDs and CD-ROMs. These materials may be used in the Library conference room or in a classroom.

NC LIVE, a collection of 100 online databases, provides subject indexing for magazine articles, national and local newspapers, professional and business journals, research articles, scholarly publications and reference sources. NC LIVE is accessible through the Library website and offers indexing for over 25,000 journals and reference materials, with full-text articles for over 16,000 periodical titles. NCLIVE passwords can be requested by e-mail.

Library staff participate in teaching and working closely with faculty in planning student orientation and instruction in the use of the library. Research assistance for the individual user is always available upon request.

The Library is open from 8:00 am to 9:00 pm on Monday through Thursday, from 8:00 am to 5:00 pm on Friday, and from 9:00 a.m. to 5:00 p.m. on Saturday, when College classes are in session. During student/faculty breaks when College classes are not in session, the Library observes the same schedule as College staff offices: Monday – Friday, 8:00 am – 5:00 pm.

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## **HOLT LIBRARY MISSION STATEMENT**

The purpose of the Holt Library is to provide a multimedia center designed to support and implement the total instructional program of the college. The Library's chief aim is to contribute to the realization of the institution's objectives by acquiring, organizing and circulating the books, periodicals, audiovisuals, online resources, and materials needed to support the instructional programs of the college; to provide a variety of learning and study options; to provide instruction in the use of resources; and to promote the cultural development of library users.

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## **BASIC LIBRARY POLICIES & PROCEDURES**

### **LIBRARY HOURS**

8:00 a.m. to 9:00 p.m. Monday – Thursday  
8:00 a.m. to 5:00 p.m. Friday  
9:00 a.m. to 5:00 p.m. Saturday

### **LIBRARY I.D. CARDS**

The SCC Library card is also an ID card. Students and faculty should bring their photo ID card to the Library to register their unique barcode number and create a library user account. Library staff need to scan the barcode on the card to access the user account at each checkout, so it is necessary to carry the card for library transactions.

### **FINDING BOOKS & ARTICLES**

Search the CCLINC Library Catalog online at: [www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)  
The catalog indexes all of the Library's books and audiovisuals. Indexing for journal articles and other research sources are available through the NCLIVE link on the library website. Please feel free to ask, call, or e-mail library staff for help.

### **CHECKOUTS**

Books check out for 2 weeks and can be renewed for another 2 weeks. Magazines check out for 7 days. SCC students are allowed to check out 8 books or magazines at a time. Residents of the SCC service area - Jackson, Macon and Swain Counties - may use the Library, apply for a borrower's card and check out 4 items at a time.

### **RENEWALS**

Users can login to their account in CCLINC to renew materials online, in order to avoid overdue fines.

### **OVERDUE FINES**

The Library charges ten cents per overdue item, per day, except days when the library is closed. Written notices are mailed to remind users of overdue item status. Students are blocked from graduating, receiving grades or transcripts until library materials are returned and fines are paid.

### **PHOTOCOPIES**

A self-service copy machine with a coin/bill changer is located along the back wall of the Library. Copies cost 10 cents per page. The changer will accept small bills, quarters, dimes, and nickels. Users are responsible for bringing correct change.

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### **TO REGISTER FOR CCLINC LIBRARY ACCOUNT:**

1. SCC Students, Faculty & Staff:

Request a SCC Photo ID card from the Cashier at the Business Office. Your Colleague ID number is on the front, and your unique Library barcode is on the back.

2. Bring the photo ID card to the Library.

3. Fill in a Library Card Application Form. Library staff must verify your identity, address and ID numbers, and create a user account for you in the CCLINC Library Catalog system.

4. Now your SCC ID card is also a registered library card! You are ready to check out materials from Holt Library, login to your CCLINC user account, and borrow from other community college libraries.

5. THIS IS A ONE-TIME-ONLY PROCESS. To update contact information on your account, please contact library staff either in person, by phone or e-mail.

6. Macon Campus: Please obtain SCC ID card from SCC Business Office on Macon Campus, then call or e-mail the Holt Library, and staff can create your user account for you. Please use only SCC e-mail accounts for this purpose.

### **TO REQUEST PASSWORD FOR NC LIVE:**

1. Students, Faculty & Staff: **USE SCC E-MAIL ACCOUNT, PLEASE**

Send e-mail to SCC Librarian [diannel@southwesterncc.edu](mailto:diannel@southwesterncc.edu)

Subject: NC LIVE PASSWORD

2. Important to use **SCC e-mail account** to verify status as current SCC student/faculty/staff. (Unknown e-mail addresses will be eaten by spam filter.)

3. An e-mail reply will be sent with the password. Passwords change yearly in August.

4. Alternately: All residents of NC may request NC LIVE password from the local public library.

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### **HOW TO FIND BOOKS IN HOLT LIBRARY AND CCLINC SYSTEM**

**CCLINC** is the online library catalog for SCC. No password is needed to search the catalog, though a current library card allows users to interact with their account online. We are part of the **CCLINC (Community College Libraries In NC)** network. In CCLINC, one can search the local community college library, or search all 46 collections at once. This catalog provides access to about 2 million items. Books owned by other community colleges may be requested by mail. (see "Interlibrary Loan" section below) Anyone may search the CCLINC catalog at any time, from any Internet connection!

#### **How to use the CCLINC Library Catalog:**

1. In the browser address bar, enter: **[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)**

2. Click **CCLINC** on the Library homepage.

3. In the drop-down list of CCLINC libraries, select **Southwestern Community College**.
4. The next screen is a search engine for Library books and audiovisuals owned by SCC. Type in your keywords or phrase in the box. Check spelling, then click the "Search" button. A drop-down list can be selected instead to search by exact author, title, subject, or series.
5. On the "Search Results" screen there will be up to 20 titles per page. Each item is listed with a **CALL NUMBER** above the title. (example: 610.73 B)
6. Make a note of call numbers and titles of books you wish to find. All library books have a call number label on the spine so they can be located on the shelves. Library staff can help you locate the right shelf section.
7. For more information about a specific title, click the "Details" button beside it. The complete cataloging record on the item is visible here.

### **CALL NUMBERS & CLASSIFICATION OF LIBRARY COLLECTIONS**

Our collection is arranged by the Dewey Decimal System, which is the system most frequently used in small libraries. The Dewey system organizes books and audiovisuals on similar subjects together, using call numbers assigned by librarians. The **call number** on each item represents its main subject. Books on similar subjects should be shelved close together, so that experienced library users can find information by browsing the shelves in their favorite section.

The Dewey Decimal System divides all knowledge into ten main subject classifications. Each of these areas is sub-divided by more detailed subjects, and so on.

Basic 10 Dewey Decimal Subject Classifications:

000-099	Computers & General Works
100-199	Philosophy & Psychology
200-299	Religions
300-399	Social Sciences
400-499	Languages
500-599	Mathematics & Pure Sciences
600-699	Applied Sciences
700-799	Arts & Recreation
800-899	Literature
900-999	Geography, Biography & History

The **General Collection (Nonfiction)** includes informational books that can be checked out. Nonfiction call numbers include a classification number and the first letter of the author's last name. For example:

**610.73**  
**L**

The **Reference Collection** includes specialized books for research, legal reference, encyclopedias, dictionaries, statistics, atlases, and more. Because it is important that everyone can rely on using them, these books do not check out. Reference books have an "R" above the call number:

**R**  
**016**  
**S**

The **North Carolina Collection** includes writing by NC authors and information about North Carolina. These books have an “N” above the call number:

**N**  
**973.54**  
**B**

Novels comprise the **Fiction Collection**, labeled with an “F” for fiction, then the first letter of the author’s last name. For example, novels by Ernest Hemingway would be labeled **F. H.** Fiction is shelved alphabetically by the author’s last name. All Hemingway novels are shelved together alphabetically by title, and not scattered throughout the F.H. section.

Books for young children are known as the **Juvenile Collection**, so they have a “J” before the call number. The collection contains both fiction and nonfiction.

The **Audiovisual Collection** is cataloged in the same manner as books, with the type of media appearing as part of the call number. For example:

**DVD**  
**973**  
**B**

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### **INTERLIBRARY LOAN SERVICES**

Interlibrary Loan (ILL) is a service that allows users to check out books and articles not owned by the SCC Library, but available from another library’s collection by mail. Currently, SCC does not charge for this service.

**Registered library users who have no overdue checkouts on their account are allowed to borrow books or articles by Interlibrary Loan. No more than 4 items per person can be borrowed on ILL at one time.**

Contact a librarian to make an interlibrary loan request. Books can be borrowed from libraries nation-wide. Renewals are granted by asking permission of the lending library prior to due date. If ILL books are lost or damaged, the user will be billed for the replacement cost, and their library account must be cleared prior to receiving grades or transcripts, or registering for any classes at SCC.

The two Interlibrary Loan services are:

- CCLINC: books from CCLINC community college libraries
- WorldCat: books owned by all types of libraries: nationwide borrowing

Always search for Southwestern holdings first! If a book is not available at Southwestern, then search CCLINC using the “All Libraries” setting, as follows.

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**How To “Place A Hold” on books in CCLINC with Library/ID Card:**

1. Go to the Library website: [www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)
2. Once on that site, click **CCLINC**. A new window will open.
3. Scroll down through the CCLINC libraries and choose **Southwestern Community College**. The next screen is the SCC Library Catalog.
4. On the Library Catalog search screen, enter keywords, author, title, or subject to search. Be creative and rephrase your search if there are no hits, or get help from a librarian. If books are NOT available at Southwestern, then repeat the search with "**Libraries**" set to "**All**".
5. In the result list, click the "**Details**" button beside the title you wish to borrow. Verify that this is the correct item.
6. Click "**Place Hold**" at top left corner of this screen.  
On the "Place Hold" screen:  
Type in your **User ID#**.  
That's the numbers (no letters) on your Library/I.D. Card barcode.  
Example: **232420000** \_ \_ \_ \_ \_
7. Type in your **PIN #**  
(**last 4 digits** of Student/Faculty Colleague ID # or Drivers License #).
8. Click the "**Place Hold**" button, then on the screen that follows, click "**OK**". Interlibrary loans usually arrive by mail in 5 to 10 business days.

Anyone may ask library staff for help to do "place hold" requests in CCLINC. Experienced users can place their own book requests online!

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### **INTERLIBRARY LOANS FROM WORLDCAT LIBRARIES**

**Books:** If a book is not found in any CCLINC library, the next step is to search in [WorldCat.org](http://WorldCat.org), which is the largest worldwide database of over 9,000 library catalogs, listing over 1 billion holdings. **Items from WorldCat can be requested for users by our Librarian: ask in person, by phone, or by e-mail. Must be a registered user in good standing.**

**Articles:** A photocopy of a specific article from journals or magazines can be requested via Interlibrary Loan from WorldCat libraries. The hard copy is mailed to the user's library for pickup. To place a request, give the complete citation to the librarian by phone, email or in person. Articles requested in this way become property of the borrower, and the copy is for individual use according to federal copyright laws.

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### **HOW TO FIND PERIODICALS**

The Library subscribes to 200 magazines, journals and newspapers. A printable list of titles and holdings is available on the Library website. Current issues are displayed alphabetically by title on the racks near the circulation desk. Newspapers are displayed on a rack near the entrance. Periodicals contain the most current information available in print. As such, they provide an essential component in the academic research process. Magazines and journals, both current issues and back issues, may be checked out for 7 days.

#### **Microfilm**

The Library holds back issues of approximately 170 periodical titles on microfilm. The microfilm is alphabetically arranged in cabinets with a reader-printer located nearby. Library staff will be glad to demonstrate how to use the reader-printer machine. Printed copies cost 10 cents per page.

## **INDEXES FOR PERIODICALS**

An **index** is used to locate articles about a chosen subject. Indexing for articles is available online in NCLIVE, as well as in print. The Library receives two periodical indexes in print format, shelved in the Reference Collection:

- Cumulative Index to Nursing and Allied Health Literature (CINAHL)
- Reader's Guide to Periodical Literature

## **NC LIVE (North Carolina Libraries In Virtual Education)**

NC LIVE is an online collection of indexing and full text for research sources and periodicals. It offers over 100 information databases that include subject indexing to more than 16,000 full-text periodical titles, plus over 25,000 e-books, audiobooks and research sources. NC LIVE is available to all state residents via Internet connections in public libraries, community college libraries, university and independent college libraries. NC LIVE quality research sources include:

- Magazine & journal articles
- National and local newspapers
- Professional and business journals
- Research articles
- Publications and reference sources of academic interest

Quality research titles are indexed on NC LIVE, and when full-text articles are available online, researchers will be saving valuable time. Citations or complete full-text articles may be e-mailed, saved, or printed.

NC LIVE can be found at [www.southwesterncc.edu/library](http://www.southwesterncc.edu/library) Click the NC LIVE link. Password-protected access is available to all registered library users. Ask a Library staff member in person or by e-mail about receiving a current password. NCLIVE passwords change yearly, in August.

The N.C. General Assembly and N.C. independent colleges and universities provide funding for NC LIVE resources and make them available to all registered users of North Carolina libraries. NC LIVE passwords are also available from local public libraries.

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## **INTERNET ACCESS AND COMPUTER LAB AT HOLT LIBRARY**

The Southwestern Community College computer lab network is available to students, faculty and staff for research and academic purposes. Library lab computers are equipped with Windows operating software, Internet access, and Microsoft Office 2007. A centrally located black-and-white laser printer is connected to these computer lab workstations. Wireless network laptops may be borrowed for use in the Library by presenting a photo ID and signing a borrower agreement.

### **Academic Computer Lab User Policy**

Internet computers are provided for academically-related learning, research and information. Time may be limited if others are waiting. Users are expected to be computer literate, and all computer users are expected to bring their own storage media to save their work. Users are expected to treat these learning resources in a responsible manner, consistent with the educational and informational purposes for which they are provided, and to follow the College's basic rules and regulations. Chat and gaming sessions are not permitted. Users may not engage

in any activity that is disruptive to others. Users may not print copyrighted information or copy licensed software unless such use is authorized by law.

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## **FACULTY “FYI” - LIBRARY RESOURCES AND SERVICES**

### **SELECTION AND ORDERING OF LEARNING MATERIALS**

FACULTY MEMBERS ARE ENCOURAGED TO PARTICIPATE IN THE SELECTION OF INSTRUCTIONAL MATERIALS (BOOKS, MAGAZINES, VIDEOS, CD-ROMS, ETC) FOR THE LIBRARY COLLECTION. MATERIALS MAY BE REQUESTED BY COMPLETING LIBRARY ORDER CARDS OR BY BRINGING A PUBLISHER’S BROCHURE OR CATALOG TO THE LIBRARY DIRECTOR. NEEDS SHOULD BE ANTICIPATED WELL IN ADVANCE, AS SUFFICIENT TIME MUST BE ALLOWED FOR THE ACQUISITION AND CATALOGING OF NEW MATERIALS. NORMALLY THIS TAKES AT LEAST SEVERAL WEEKS. WHEN NEW BOOKS AND OTHER MATERIALS ARE READY FOR USE, INSTRUCTORS WILL BE NOTIFIED.

### **LOAN PERIODS**

STUDENTS, FACULTY, STAFF, AND COMMUNITY USERS:

**BOOKS.....14 DAYS**

**PERIODICALS.....7 DAYS**

**RESERVE MATERIALS.....CLOSED/OVERNIGHT/3-DAY/7-DAY**

**AUDIOVISUALS (FACULTY ONLY)..... 60 DAYS**

**INTERLIBRARY LOANS.....14 DAYS**

FACULTY AND STAFF MEMBERS ARE HELD FINANCIALLY RESPONSIBLE FOR LOST AND DAMAGED MATERIALS AND EQUIPMENT, JUST AS STUDENTS AND COMMUNITY BORROWERS ARE.

LIBRARY MATERIALS, FACILITIES, AND SERVICES ARE AVAILABLE TO STUDENTS, FACULTY, STAFF, AND COMMUNITY USERS. ANYONE IS WELCOME TO USE REFERENCE RESOURCES WITHIN THE LIBRARY AND CAN BORROW OTHER MATERIALS BY FIRST COMPLETING AN APPLICATION FOR A LIBRARY CARD. INSTITUTIONAL NEEDS ARE GIVEN PRIORITY CONSIDERATION.

### **HOURS OPEN:**

MONDAY – THURSDAY: 8:00 AM – 9:00 PM

FRIDAY: 8:00 AM – 5:00 PM

SATURDAY: 9:00 AM – 5:00 PM

### **BIBLIOGRAPHIC INSTRUCTION**

INSTRUCTIONAL WORKSHOPS IN THE USE OF THE ONLINE CATALOG, REFERENCE BOOKS, ONLINE DATABASES, PERIODICALS AND OTHER LIBRARY RESOURCES CAN BE SCHEDULED WITH A LIBRARIAN. ADVANCE NOTICE OF CLASS VISITS TO THE LIBRARY IS APPRECIATED. BASIC ORIENTATIONS OR SPECIALIZED BIBLIOGRAPHIC INSTRUCTION FOR CLASSES CAN BE SCHEDULED BY CONTACTING A LIBRARIAN AT EXT. 268 OR 269 OR BY E-MAIL.

### **LIBRARY INSTRUCTION QUIZ**

FOLLOWING THIS DOCUMENT IS A PRINTABLE COPY OF A QUIZ DESIGNED FOR INSTRUCTORS WHO WISH TO REVIEW GENERAL CONCEPTS PRESENTED IN LIBRARY BIBLIOGRAPHIC INSTRUCTION WORKSHOPS. THIS QUIZ IS NOT REQUIRED BY THE LIBRARY. IT IS AVAILABLE FOR INSTRUCTORS WHO WISH TO ADD AN ASSIGNMENT FOR THEIR COURSES. FACULTY WHO CHOOSE TO GIVE A FOLLOW-UP ASSIGNMENT ARE FREE TO USE THIS QUIZ OR CREATE THEIR OWN ASSIGNMENT.

### **FACULTY BOOK LOANS**

FACULTY MEMBERS MAY KEEP BOOKS CHECKED OUT AS LONG AS NECESSARY. NOTICES WILL BE SENT PERIODICALLY AS REMINDERS. IF MORE TIME IS NEEDED, PLEASE NOTIFY LIBRARY STAFF AND WE WILL SEE THAT MATERIALS ARE RENEWED. FACULTY AND STAFF ARE **NOT** CHARGED OVERDUE FINES. BOOKS ARE SUBJECT TO RECALL AFTER THE INITIAL LOAN PERIOD IF ANOTHER USER HAS REQUESTED THEM.

### **PROFESSIONAL MATERIALS**

INTEGRATED WITH THE GENERAL COLLECTION ARE VARIOUS RESOURCE BOOKS FOR INSTRUCTORS' PROFESSIONAL ENRICHMENT AND COURSE DEVELOPMENT. THESE BOOKS ARE INDEXED IN THE ONLINE LIBRARY CATALOG, ON THE LIBRARY WEBSITE [WWW.SOUTHWESTERNCC.EDU/LIBRARY](http://WWW.SOUTHWESTERNCC.EDU/LIBRARY)

### **RESERVES**

FACULTY MAY PLACE BOOKS AND INSTRUCTIONAL MATERIALS ON THE RESERVE SHELVES FOR STUDENT USE. BEFORE MAKING ASSIGNMENTS BASED ON THOSE MATERIALS, ONE DAY SHOULD BE ALLOWED FOR LIBRARY STAFF TO RECORD AND SHELVES THEM. RESERVES ARE SHELVED BY SURNAME OF THE FACULTY MEMBER.

### **BIBLIOGRAPHIES**

THE LIBRARIANS WILL GLADLY ASSIST FACULTY IN PREPARING BIBLIOGRAPHIES FOR SPECIAL PROJECTS.

### **CONFERENCE ROOM**

THE LIBRARY CONFERENCE ROOM IS AVAILABLE FOR SMALL GROUP MEETINGS. CAPACITY SEATING IS 12. PLEASE CALL OR SPEAK TO LIBRARY STAFF TO SCHEDULE USE OF THIS FACILITY. IT IS SCHEDULED ON A FIRST-COME, FIRST-SERVED BASIS.

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## **LIBRARY INSTRUCTION QUIZ**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. What is CCLINC?
2. How is CCLINC accessed off-campus?
3. What is your CCLINC User ID number?
4. What is your CCLINC PIN number?
5. What is NCLIVE?
6. How is NCLIVE accessed off-campus?
7. What is your NCLIVE password?
8. List three times you plan to use the library during this semester and for what you plan to use it.
9. List 3 internet sites for Medical & Health Science from the library's recommended web sites.
10. List 3 things on NCLIVE you will find helpful if you live and work in North Carolina.
11. Which library resource is the most valuable? Why?
12. What are the library's operating hours for the current semester?
13. Let's say the book you borrowed from the library for your research is due tomorrow. You don't want to pay overdue fees and you really need to keep the book until your project is finished. What can you do? List 2 options.
14. List 2 other libraries linked on the SCC Library home page, under Recommended Websites.
15. After 5 pm at SCC, the switchboard is closed, but the library is open until 9 pm. How would you contact a librarian directly by telephone?