



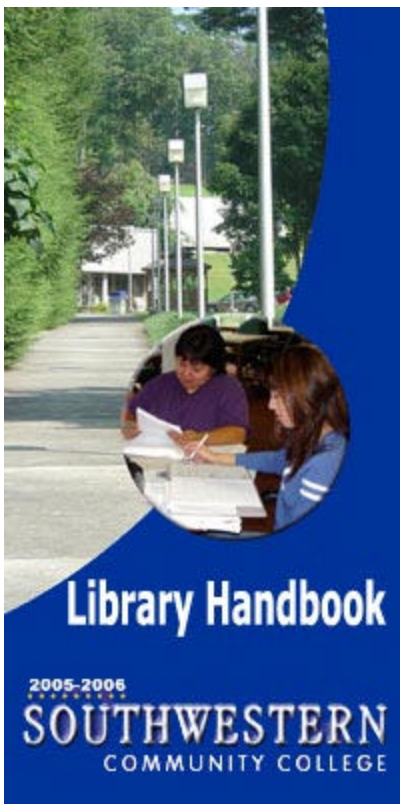
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SYLVA, NORTH CAROLINA



Last updated 2/12/06

## Library Handbook 2005-2006



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**SACS**  
**reference**  
  
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### Introduction

The Library staff welcomes you to the Southwestern Community College Library! We are located on the south end of campus in The Pines, an attractive energy-efficient building of approximately 11,000 square feet. The facility includes the college library, with capacity shelving for 40,000 volumes and seating for 120 people. The building houses the library book collection, a computer lab with Internet access at 24 workstations, plus online resources, periodicals, audiovisuals, a conference room for small group work, and other college offices.

This handbook is intended to assist users in locating books and other learning materials and to acquaint them with library policies and procedures. The staff will be happy to provide assistance in the use of the library. "Just ask!"

### **Library Mission Statement**

The purpose of the 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.

### **Locating Resources: Books**

**WebCat** is the online library catalog for SCC as well as the North Carolina Community College System, known collectively as **CCLINC (Community College Libraries In NC)**. In WebCat, one can search the library collection of the local community college or search all 44 CCLINC library collections at once. Books owned by other community colleges may then be requested by mail. (see "Interlibrary Loan") No password is necessary to search WebCat. Anyone may search WebCat at any time, from any Internet computer, whether on or off campus!

Remember: bookmark this site:  
[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)

### **How to use WebCat:**

1. In the Internet browser address bar, enter:  
[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)
2. Click the **WebCat** link under "BOOKS" on the Library homepage.
3. In the drop-down list of CCLINC libraries, select **Southwestern Community College**.
4. The next screen is WebCat's search engine for SCC Library books and audiovisuals. Enter keywords or phrase in the box, be sure of spelling, then click the "Search" button. A drop-down list can be used for searching 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 N) Make a note of call numbers and titles of books you wish to find on the shelves. All library

**Library Hours**

8 a.m. to p.m., Mon - Thurs  
 8 a.m. to 5 p.m., Frid  
 9 a.m. to 2 p.m., Sat

books will have a call number label on the spine, so they can be located quickly on the shelves. For more information about a specific title, click the "Details" button beside it.

**Call Numbers and Classification of Book Collections**

If library books are to be found easily, it is necessary to arrange them on the shelves according to some system. All items in our collection are arranged by the Dewey Decimal System, which organizes similar subjects together using call numbers assigned by librarians. The **call number label** on each book represents the main subject of that book. Usually, books on similar subjects will have similar call numbers and be shelved close together.

The Dewey Decimal System is divided into ten main classes:

- 000-099 General Works (books covering many subjects; includes encyclopedias and bibliographies)
- 100-199 Philosophy and Psychology
- 200-299 Religion and Mythology
- 300-399 Social Sciences (sociology, economics, law, government and education )
- 400-499 Language
- 500-599 Pure Sciences (mathematics, chemistry, physics, biology, etc.)
- 600-699 Applied Science (nursing, electronics, food service, business and building trades)
- 700-799 Arts and Recreation
- 800-899 Literature
- 900-999 Geography, Biography and History



Our **General Collection** includes most non-fiction books that can be checked out. The call number should include a classification number followed by the first letter of the author's last name. For example, the call number of a book on nursing by Iris Long might look like this:

610.73

L

The **Reference Collection** includes a variety of specialized books for research, plus encyclopedias, dictionaries, handbooks, atlases and more. They function as the backbone of the research process. Reference books may not be checked out because it is important that all library users can rely on finding them here. These books will have an "R" above the call number:

R  
016  
S

The **North Carolina Collection** includes writing by North Carolina authors as well as literature about North Carolina. They can be checked out. Books in this collection have an "N" above the call number:

N  
973.54  
B

Novels are shelved in the **Fiction Collection** and labeled with an "F" for fiction, then the first letter of the author's last name. For example, a novel by Ernest Hemingway would be labeled:

F. H.

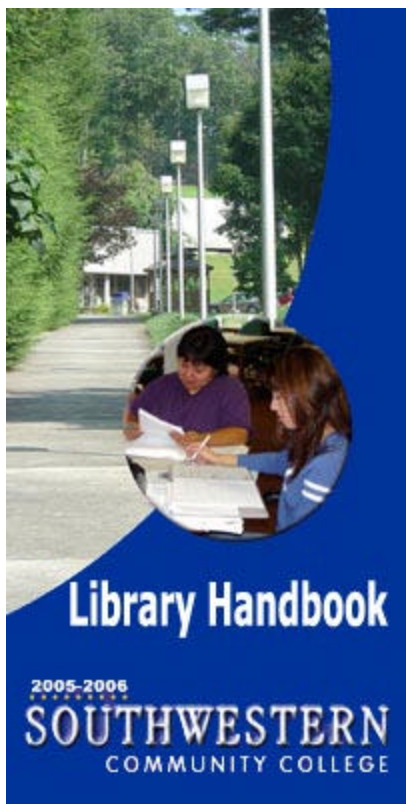
In addition, fiction is shelved alphabetically by the author's last name (so that all Hemingway novels will be grouped together, not scattered throughout the F.H. section).

Story books for young children have a "J" before the call number and are known as the **Juvenile Collection**.

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:

Video Tape  
973  
B

Library staff will be glad to show you the location of your books after you have found the call numbers and titles in the WebCat library catalog. Please feel free to ask for help in the use of WebCat if you have questions.



### **Interlibrary Loan Services: Books or Articles**

Interlibrary Loan (ILL) is a service that allows users to borrow materials not owned by the SCC Library but available from another library's collection. Any registered SCC library user, who has no overdue checkouts on their account, can request books or articles by Interlibrary Loan.

Ask a librarian if you need to make an interlibrary loan request. Requests for books can be made from libraries all across the state or even out-of-state. Renewals will be possible only as the lending library permits. Usually there is no charge for any ILL request. However, if materials are lost or damaged, the user will be billed for the replacement cost.

There are three different Interlibrary Loan services:

- WebCat: books from CCLINC community college libraries
- WorldCat: books owned by all types of libraries worldwide
- MCLN: journal articles from 15 local college libraries

Always search for Southwestern holdings in WebCat first. If a book is not available at Southwestern, then WebCat can be searched using the "All Libraries" setting. A librarian can demonstrate how to enter interlibrary loan requests in WebCat. Experienced users can place their own requests from home! Interlibrary loans from WebCat lenders usually arrive by mail in 7 to 14 days.

The Library subscribes to about 200 magazines, journals and newspapers.

If a particular book is needed and is not found at any library in WebCat, then it is useful to search in WorldCat, which is a combined database of library catalogs worldwide. Once the specific title and edition is found, a link labeled **Libraries Worldwide** will display a list of potential lending libraries. This page can be printed and given to a librarian to request the book from any library in the southeastern United States.

Copies of single articles from journals and magazines can also be borrowed via Interlibrary Loan. MCLN, the Mountain College Library Network, consists of 15 college and university libraries in western North Carolina, including SCC. We can request journal articles by faxing a complete citation to a member library that owns the journal in question. A photocopy of the requested article can then be faxed back within 24 hours, for individual use according to federal

copyright laws. This service is provided free of charge to registered users of all MCLN libraries.

### **Locating Resources: Periodicals**

The Library subscribes to about 200 magazines, journals and newspapers. The current issue of each is shelved alphabetically by title on the racks near the circulation desk. Periodicals are a very important part of the library collection. They contain the most current information available in print; as such, they provide an essential component in the academic research process.

Students, faculty and staff may utilize our computer lab network for research and academic purposes.

### **Unbound Periodicals**

When a current magazine or journal issue has been replaced, the older issue is then moved to the shelf sections labeled "Back Issues." This section contains issues published during the current year and the previous calendar year.

### **Bound Periodicals**

Bound periodicals are shelved between the Back Issues section and the Reference books.

### **Microfilm**

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

### **Indexes for Periodicals**

An **index** must be used to locate articles on any chosen subject. The Library receives three periodical indexes in print format, shelved in the Reference Collection:

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

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

NC LIVE is an online collection of indexes to periodicals and research materials. It is comprised of over 100 information databases that offer indexes to more than 15,000 full-text periodical titles, e-books and research sources. NC LIVE is made available to all state residents via Internet connections in public libraries, community

Library  
The Pines • Jackson Campus

college libraries, university and independent college libraries. These high-quality research materials 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, research time is greatly reduced. Citations or the full-text articles may be e-mailed to a home computer or printed at the library.

Renew Library Checkouts  
On-line !

NC LIVE can be found locally at [www.southwesterncc.edu/library](http://www.southwesterncc.edu/library) on the Internet. Look for the NC LIVE link and click on it. Any on-campus computer can provide access without a password. Password-protected remote access is available to all registered library users for their home computers. Ask a Library staff member about receiving the password. The N.C. General Assembly and N.C. independent colleges and universities provide the funding for NC LIVE resources and make them available to all registered users of North Carolina libraries. NC LIVE passwords are also available through area public libraries.

### **Internet Access and Computer Lab Resources**

Students, faculty and staff may utilize our computer lab network for research and academic purposes. These computers are equipped with Windows operating software, Internet access, Microsoft Office 2000, and more. A centrally located laser printer and two scanners are available for students' convenience.

### **Acceptable Use Policy: Academic Computer Lab**

Internet computers are provided for library-related learning, research and information. Time may be limited if others are waiting. Users are expected to be computer literate before attempting to use these computers. All computer users are expected to bring their own floppy disks to save their work. All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the Library's basic rules and regulations. No Internet chat or gaming sessions will be allowed. Users may not engage in any activity that

The SCC Library Card is  
also an ID card

is disruptive to other library users. Users may not print copyrighted information or copy licensed software unless such use is authorized by law.

### How to Renew Library Checkouts On-line:

1. On the Internet, go to Library website address:  
[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)
2. Once on that site, click the **WebCat** link. A new window will open.
3. Scroll down the list of CCLINC libraries and choose **Southwestern Community College**. The next screen will be the Library Catalog.
4. On the Library Catalog screen, look for the buttons near the top. Click the **My Account** button.
5. In My Account, choose **Renew My Materials**.
6. Next, you will need to log into your user account. Type in your **User ID#**. That's the number on your Library/I.D.Card barcode. Example: 23242000012345
7. Type in your **PIN #** (the last 4 digits of your Social Security number). Example: 4321
8. Click **List Charged Items**. A list of your checkouts should appear.
9. Choose **Renew All**.
10. Make a note of the new due date, and you're done!

Remember: bookmark this site:  
[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)

### Library User General Information

#### 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 2:00 p.m., Saturday

#### Library/ID Cards

The SCC Library card is also an ID card. Staff will need to scan the barcode on the library card to access your user account at each

Books are checked out for two weeks and may be renewed for another two weeks.

checkout, so it is important to carry this card, as it is necessary for library transactions.

### **Finding Books**

Use the WebCat Library Catalog, available 24/7 on the Internet at: [www.southwesterncc.edu/library](http://www.southwesterncc.edu/library). WebCat indexes the Library book and audiovisual collections. Indexing for journal articles and other research sources are available through NCLIVE on any computer station on campus. Please feel free to ask library staff for help.

### **Number of Checkouts**

SCC students are allowed to check out 8 books or magazines at a time. Any resident of our service area (Jackson, Macon and Swain Counties) may use the Library and check out 4 items at a time.

### **Overdue Fines**

We charge 10 cents per item, per day.

### **Renewals**

Books are checked out for two weeks and may be renewed for another two weeks. Magazines check out for seven days. Staff can show you how to renew your own materials online from home, so you can avoid overdue fines.

### **Photocopies**

A self-service copy machine with a changer is located along the back wall of the Library. Copies cost 10 cents per page. The changer will accept small bills as well as quarters, dimes, and nickels.

Remember: bookmark this site:  
[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)



Back to SCC Library home

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The Pines • Jackson Campus  
Southwestern Community College  
447 College Drive • Sylva, North Carolina 28779  
800.447.4091, extension 268 or 269 • fax 828.586.3219  
[www.southwesterncc.edu/library](http://www.southwesterncc.edu/library)

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