Library Handbook 2004/05

Library
The Pines • Jackson Campus
Southwestern Community College
447 College Drive
Sylva, North Carolina 28779
800.447.4091, ext. 268 or 269
fax 828.586.3219
www.southwestercc.edu/library

Library User General Information

Introduction
The staff welcomes you to Southwestern Community College’s 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 not only the library book collection but also a computer lab with Internet access at 24 workstations, plus on-line resources, periodicals, audiovisuals, a conference room for small group work and other college services.
Library/ID Cards
The SCC Library card is also an ID card. We will need to scan the barcode on the library card at each checkout; therefore, it is important to carry this card with you, as it is your identification for library transactions.

Finding Books
Use the WebCat Library Catalog, available “24/7” on the Internet at: www.southwest.cc.nc.us/library. WebCat shows our book and audiovisual collections. Articles and other research sources are available through NCLIVE on the 24 computer stations in the Library. Please feel free to ask library staff for help.

This Library Handbook is intended to assist you in locating books and other learning materials and to acquaint you with library policies and procedures. The library staff will be happy to assist you.

Library Mission Statement
The purpose of the Learning Resources Center is to provide a multimedia center designed to support and implement the total instructional program of the college. We do this by organizing and circulating books, periodicals, audiovisuals, on-line resources and materials needed to support the instructional program; provide a variety of learning and study options; provide instruction in the use of resources; and promote the cultural development of library users.

Locating Resources: Books
WebCat is the North Carolina Community College System on-line library catalog, listing the 44 library collections of CCLINC (Community College Libraries In NC). Users can search the library collection of their local community college, or they may search all the CCLINC library collections at once. Materials owned by other community colleges may then be requested by mail (see Interlibrary Loan). A password is not necessary to search WebCat.

How to use WebCat:
1. From any Internet browser, go to the Library web page: www.southwesterncc.edu/library
2. Click on the WebCat/Library Catalog link.
3. Select Southwestern Community College from the list of CCLINC libraries.
Number of Checkouts
SCC students are allowed to check out eight books or magazines at a time. Any resident of our service area (Jackson, Macon and Swain Counties) may use the Library and check out four 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 on-line from

4. “Search the Library Catalog” will be the next screen. Type your search words in the box. Click one of the buttons to search by author, title, subject or, click the “search everything” button.

5. When search results appear, there can be up to 20 items per page. To see the next page, click the oval “Forward” button on the WebCat screen.

6. Search results are listed with a call number above each title (example: 610.73 N). Make a note of call numbers and titles of books you wish to find on the shelves. All library materials will have a call number label so they can be located quickly on the shelves. Librarians will be glad to help you find them and may be able to suggest additional resources.

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
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.

For color copies, please contact the Graphics office in the Pines building, Monday through Friday, 8 am to 5 pm.

Snacks
Please remember that food, drinks and smoking are not permitted in the library.

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
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

A library staff member will be glad to get materials for you after you have found the call number and title. These may also be found by using the search methods on the on-line catalog.

**Interlibrary Loan Services: Books or Articles**

Interlibrary Loan (ILL) is a service that allows users to borrow materials not owned by the SCC Learning Resources Center, through other libraries. Any SCC library patron who has no overdues on their account can request items by Interlibrary Loan.

The Library offers three different Interlibrary Loan services:
- **WebCat**: 2 million holdings from CCLINC community college libraries
- **WorldCat**: holdings from OCLC library catalogs worldwide
- **MCLN**: journal articles from 15 local college libraries

The most efficient procedure is to search WebCat first. If the item is not available at Southwestern, then WebCat is searched using the “All Libraries” setting. Most books on college curricula topics, and much recreational reading, can be found in WebCat. A librarian can help with interlibrary book requests in WebCat. Experienced users can place their own requests from home! Interlibrary loans from WebCat lenders usually arrive in 7 to 14 days by mail.

If the item is not found at all in WebCat/CCLINC, then it's useful to search in WorldCat. Once the item is found, a link to Libraries Worldwide will display a list of potential lenders. This document can then be printed and given to a librarian to request Interlibrary Loan from any library in the southeastern U.S.

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 if 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 replacement cost.

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 copy of the requested article can then be faxed back to us within 24 hours. This
service is provided free of charge by all MCLN member libraries.

**Locating Resources: Periodicals**
The Library subscribes to approximately 200 magazines, journals and newspapers. The latest issue of each is shelved on the racks near the charging desk.

Periodicals are a very important part of the Learning Resources Center. They contain the most current information available in print. As such, they provide an essential component in the academic research process.

**Unbound Periodicals**
When a magazine issue or journal has been replaced with a new one, the old issue is stored and can be obtained by checking the shelves labeled “Back Issues.”

**Bound Periodicals**
Bound periodicals are shelved between the Back Issues shelves and the reference books.

**Microfilm**
The Library has 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 show you how to use the machine.

**Periodical Indexes (Print and On-line)**
An index must be used to locate articles on a chosen subject. The Learning Resources Center 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 extraordinary index to 60 electronic information databases available to all state residents by Internet connections in public libraries, community college libraries, UNC system libraries and independent college libraries. These high-quality research sources include:

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

Thousands of research titles are indexed on NC LIVE, and full-text articles are frequently available on-line, saving research time. Citations or the full-text articles may be e-mailed to a home computer or printed.

NC LIVE can be found locally at 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 also available to library users for their home computers. Ask the Library staff about receiving the password. Distance Learning students can access NCLive without a password from their local public library or local community college.

The N.C. General Assembly and N.C. independent colleges and universities provide the funds for NC LIVE resources and make them available to all registered users of North Carolina 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 98 software, Internet access, Microsoft Office 2000, and more. A centrally located printer and two scanners are available for students’ convenience.

Acceptable Use Policy: Academic Computer Lab
Library 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 disks (virus-free) 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 Learning Resources Center’s basic rules and regulations. No Internet chat or gaming sessions will be allowed. Users may not engage in any activity that 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
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 **User Services** button.

5. In User Services, choose **Renew 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!