



## FAQ

Dye Learning Center, building 13.  
Library Website: [library.clackamas.edu](http://library.clackamas.edu)

Reference Desk: 503-657-6958 x2290  
Circulation Desk: 503-657-6958 x2288

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### Fall, Winter & Spring Term

Mo–Th: 7:30 am – 9:00 pm  
Fr: 7:30 am – 5:00 pm

### Summer Term

Mo–Th: 7:30 am – 8:00 pm

### Term Breaks

Mo–Fr: 7:30 am -4:30 pm

### What's available?

- **Help** finding information for your research assignments - Ask a Librarian!
- Print and electronic **Reference Books** - Look it up!
- Thousands of **academic books** and **ebooks**, plus music & audiobook **CDs**
- Journal & magazine **articles**, in print and electronic formats
- Any materials your instructor may have placed on **Reserve**
- Research **computers** with access to Library and Web resources
- Additional “Lab” computers with e-mail access and Microsoft Office software
- **Plus** group study rooms, an ADA station (with a scanner), CD listening station, children’s collection, photocopiers, microfilm readers, and, yes, even a typewriter!

### What's not available?

- **Fax** – ASG, in the Community Center, has a fax you can use.
- **Color printer / copier** – there is currently none on campus, sorry!
- **CD Burner** – try Streeter Computing Lab

### How do I check out and return materials?

Your **CCC ID** is your library card. Get yours, free, at **Registration** in Roger Rook Hall.  
Not a student? Clackamas County Residents may obtain a borrower’s card; ask at Circulation.  
**Return** items to Circulation or to book drops at the Library entrance and the bus turn-around.

### How long can I keep materials?

Books and audiotapes: **3 weeks** (renew for 2 weeks; \$0.25 per day for overdues)  
CD’s, DVD’s & VHS tapes: **1 week** (renew for 1 week; \$1.00 per day for overdues)  
**Renew** items in person, by phone, or through *CougarCat* (click “View Your Record”).  
**Reserve** materials are generally for **in-library, 2-hour use**; some check out overnight.  
Reference books, magazines and journals are **in-library use** only.

### Can I check out the textbook for my class?

Possibly. Instructors often place a copy on **Reserve** for use **in the library** on a 2-hour loan period. We don’t usually have *current* textbooks to check out, but we sometimes have earlier editions that students have donated to the collection – try searching the Catalog.

### What about videos & DVDs?

We have a few that can be checked out, but most are available only for viewing in Dye.

## ELECTRONIC RESOURCES & FINDING TOOLS:

(Passwords to use our subscription resources from off-campus may be obtained at the Reference Desk)

### TO FIND BOOKS



**CougarCat – the library catalog** (includes links to our *netLibrary* eBooks)  
Try a **keyword** search for books on a subject. (Check for **subject terms** the catalog uses!)  
To search by **author** give the last name first (carver, raymond).  
Use the *View Your Library Record* button to **renew** your items online & check holds, etc.



**NetLibrary** (Research Gateway >> Find eBooks)  
Thousands of our current, academic books are in electronic format. View them through *netLibrary*. Create your own account from our computers to access *netLibrary* from home, take notes, etc.



**Gale Virtual Reference Library** (Research Gateway >> Find eBooks)  
Current academic encyclopedias on specialized subjects, full-text online.  
We are starting with a few dozen titles and will be growing this collection.



**Summit** (Research Gateway >> Search Other Libraries)  
This is a **combined** library catalog for many colleges and universities in our region.  
If we don't have enough material on your topic, check Summit! We can usually obtain items listed in Summit by Interlibrary Loan.

### TO FIND ARTICLES (Research Gateway >> Find Articles)



**EBSCO Article Indexes**  
*Academic Search Premier* is the best general index for undergraduate college work.  
Be sure to include “**and**” as needed; watch for and use **subject terms**!  
Try “Refine Search” to retrieve only full-text articles more than 1 page long.



**CQ Researcher** - Background reports on a wide variety of current social issues.



**NewsBank Newspaper Indexes**  
*Access World News* (1700 newspapers); *Oregonian*; *New York Times* (2000-present)



**New York Times Historical Collection** (1851-2003)

### TO FIND FREE WEB RESOURCES (Research Gateway >> Search the Web)



Try *Google* or other commercial search engines to search a large part of the Web.  
Try the Directory (click *More* >> *Directory*) for high-ranking websites.



To search a smaller set of hand-selected websites, try an **academic search engine** such as *Librarians' Index to the Internet* (lii.org); *Intute* (www.intute.ac.uk) or *Infomine* (infomine.ucr.edu).



**Wikipedia** (www.wikipedia.org) is an “open-access” encyclopedia (anyone can write/edit articles). As with any free web resource, the credibility of these articles must be carefully evaluated! However, Wikipedia often provides a good start and will frequently lead you quickly to other, more authoritative resources.