








CCC Library Faculty/Staff FAQ





Library Website: library.clackamas.edu
Reference Desk: x2290 Circulation Desk: x2288

Hours: Fall-Winter-Spring Qtr: M–Th: 7:30a – 9:00p, F: 7:30a – 5:00p

ELECTRONIC RESOURCES & FINDING TOOLS:

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

B O O K S	 	Shows items we own – books, ebooks, cds, etc. Use keyword to find items on a subject; check for subject terms . Use My Library Record to renew items, check holds, etc. Place your Interlibrary Loan requests through the catalog.
		About 5,000 of our current, academic books are in electronic format, accessible 24/7 through <i>NetLibrary</i> . For off-campus access, first create your own login/password from a campus computer.
		<i>Gale Virtual Reference Library</i> Current academic encyclopedias on specialized subjects, full-text online. We are starting with a few dozen titles and will be growing this collection. Contact a librarian if you would like to recommend a particular title!
		A combined library catalog of colleges & universities in our region. If we don't have enough material on your topic, check Summit! Most items in Summit can be readily obtained by Interlibrary Loan .
	FREE E-BOOKS	The catalog links to free e-books on the Web, including public domain items from Project Gutenberg , current sci/tech titles from National Academies Press , and titles from Berkeley U. Press.

A R T I C L E S		EBSCO Article Indexes <i>Academic Search Premier</i> is the best general index for undergraduate college work. The many other indexes include <i>CINAHL</i> (Nursing) and <i>Professional Development Collection</i> (Education).
		CQ Researcher Background reports covering a different “hot topic” issue each week. An excellent starting point for students researching current social issues.
		Access World News : articles from 1700+ newspapers (coverage varies) New York Times : full-text, The Oregonian : full-text, 1988-present
		New York Times Historical Collection (1851-2004)

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM:

A -- General Works	J -- Political Science	R -- Medicine
B -- Philosophy; Psychology; Religion	K -- Law	S -- Agriculture
C -- History ("Auxilliary" – biography, etc.)	L -- Education	T -- Technology
D – History & Culture: General and Old World	M -- Music	U -- Military Science
E - F – History & Culture: Americas	N -- Fine Arts	V -- Naval Science
G -- Geography. Anthropology. Recreation	P -- Language And Literature	Z -- Library Science
H -- Social Sciences	Q -- Science	

ADDITIONAL LIBRARY SERVICES

COLLECTION DEVELOPMENT: (contact any librarian)

- Come look over the materials available in your subject area!
- **REQUESTING PURCHASES:** request specific items (books, e-books, CD's, DVD's...), or let us know topics/areas in need of upgrading to stay relevant to your courses.
- **READING LISTS:** If you give your students a **reading list**, please send us a copy! We can also place your reading list on our **RECOMMENDED READING** page if you like.

RESERVE: (contact Katie Hovanic, x2464 or the Circulation desk, x2288)

- Materials (yours or the Library's) can be placed on Reserve to ensure availability to a class.
- Reserve materials are usually **2-hour, in-library** use, but you may specify 1- or 2-day checkout.
- It can be a great help to your students to keep a copy of the course textbook on Reserve!
- Reserve items appear in the Catalog, and can be searched by instructor or course.
- It may also be possible to place selected articles on **e-Reserve**.

LIBRARY INSTRUCTION: (contact Karen Halliday, x2493 or the Reference desk, x2290)

If your students will be doing research assignments, they may benefit from a library instruction session. We tailor instruction to your needs, but sessions generally fall into these categories:

- General **orientation** to the academic library and electronic research tools, for beginners.
- Focus on finding and evaluating information for **term paper research**.
- Specialized resources and tips for **particular assignments** (current controversies, Shakespeare...)
- ****NEW FALL 2006: LIB 101**, a 1-credit "Research Boot Camp" in two 5-hour Friday sessions

Library Instruction materials on our website include a **Virtual Tour**, print and electronic **Research Tutorials** (the "Savvy Researcher"), **Research Guides** highlighting resources and tips for specific subjects, and **Assignment Tips** providing guidance on specific research projects. Let us know if you would like a Research Guide or Assignment Tips page prepared for your class.

INTERLIBRARY LOAN:

If we don't have it, we can borrow it from a library that does. Submit Interlibrary Loan requests from the link on our homepage. (You may wish to try out the SUMMIT catalog to identify materials.)

CLT COLLECTION:

These are materials of special interest to college educators which came to us from the Center for Learning and Teaching. They reside in the regular Circulating collection, but can be searched in the catalog using Advanced Keyword – open the pull-down menu under collection and choose "Staff Development."