

## ***WELCOME TO LIBRARY SERVICES***

This handbook is an effort to make you feel at ease in the library. Hopefully, it will answer some questions you have concerning Library Services and will aid you in using the library more effectively.

Remember that the Library Staff is here to help you, the library user, learn how to use the Library effectively. They have knowledge and understanding of resources and materials, know the organization of the materials, and can help locate information available on a subject.

When you need assistance, ask the Library Staff. They will do their best to help you.

## ***MISSION STATEMENT***

The mission of McDowell Technical Community College's Library is *SERVICE*. Library Services is presently comprised of the Library, audiovisual/video equipment and materials, and electronic resources. The Library, within budgetary limitations, strives to support the curriculum of the college and to enhance the teaching-learning process for students, faculty and the local community.

## ***GOALS***

1. To provide the supporting library materials and services for all students, faculty and members of the community using our facility.
2. To select instructional materials needed by both students and faculty.
3. To instruct students in basic library skills and to assist them in making effective use of information in many formats.
4. To provide assistance to faculty and staff so that they may make optimum use of the Library.
5. To encourage students, staff, and community patrons to continue their growth and development through the use of the resources and services of the Library.

## ***GENERAL RULES***

1. The library is a study area in which reasonable quiet is essential.
2. The MTCC Library is available for use by all citizens of McDowell County. In order to check out books and/or materials, one must be 18 years of age and live in McDowell County, or at least 16 years of age and a student at MTCC.
3. Each patron will be issued a library card for free. There is a charge for replacement cards.
4. Each borrower is responsible for the proper use and safety of all library materials charged to his or her name. Normal book checkout is 2-3 weeks. First time users may only check out three books. **DO NOT LOAN YOUR CARD TO ANOTHER STUDENT.**
5. Library hours are 8am-9pm Monday through Thursday, and 8am-4pm on Friday with the exception of holidays and breaks (usually posted).

6. The library is an area for study and learning. EATING, DRINKING, AND ALL TOBACCO PRODUCTS ARE PROHIBITED, AS ARE CELL PHONES AND PAGERS.
7. Return books to the library when you have finished with them. Other students may need them.
8. Overdue fines are charged for each weekday beyond the due date (located in the back of the book). When a book is overdue, a notice will be sent as a courtesy. Failure to receive one will not be considered reason for cancellation of fines. ALL FINES MUST BE PAID BEFORE THE STUDENT IS ALLOWED TO REGISTER, GRADUATE, OR RECEIVE TRANSCRIPTS.
9. Books may be renewed if there is not a hold placed on them by another patron.
10. Reference books and bound periodicals are located on the upper level of the library. These materials are restricted for library use only.
11. Records are on the upper level of the library and may be checked out for one week.
12. Reserve Books are “library use only.” Ask at the circulation desk for the location of the reserve material you need.
13. Audiovisual materials are available for individual screening in the AV room of the library. It is best to make an appointment at the circulation desk. Library Services does not check out AV materials to students. If it is needed for a particular class presentation, the professor must make the request of the library staff.
14. There is a charge for using the Library’s copier; cost depends upon the paper size. Pay at the circulation desk. The library staff will instruct you in the operation of the copier.

### ***THE ONLINE CARD CATALOG***

The online Public Access catalog is used to find books located in the MTCC Library. It is not a database, but an online ‘union catalog’ connected through Raleigh, which lists the holdings of the 44 consortium members. This consortium, CCLINC—Community College Libraries In North Carolina—allows us to request the other colleges’ library materials.

### ***CATALOG BASICS—iLink***

Access the online card catalog through the library’s computers. Click on the card catalog icon and scroll to McDowell Community College. In the Power Search well, type the subject of interest and then click on search. Books that fit the parameters will be listed under the search results by their Dewey number, title and author, the location in the library, and their availability—the order is determined by their copyright date. If there are no books available, the default will browse subjects of similar spelling. Click Details for a more specific description of an individual book, general subject information including other subject headings to search, or to browse the books nearby on the shelf. The hypertext on this page is interactive and will forward you to other options or information. For a more specific title search, click on Limit Searches, which limits the search to particular author-title-series, and/or Call No.

***IT IS ALWAYS A GOOD IDEA TO HAVE PAPER AND PENCIL TO WRITE DOWN THE CALL NUMBER AND TITLE!*** Other patrons may clear the screen before you return from the stacks.

### ***PLACING A HOLD***

In the event a book you must have is checked out or at another location, you may submit the title and author information to the circulation desk for a hold to be placed. You must have a library card to place a hold. **This process takes 2-14 days**, so please use this option only if you have ample time.

### ***SEARCH TIPS***

- Start your research early. If you have not finalized your topic, check to see what is available first.
- Check in Encyclopedias for ideas to define your topic.
- Check the Reference Section to see if material is available to be copied.
- Think like a thesaurus! Try “child rearing” instead of “child raising.”
- If you are unable to find a category in a keyword search, try using just one word. The more words you put into a search, the more limited it is.
- Check *SIRS*, the Vertical File, NC LIVE, and the *Reader’s guide to Periodical Literature* for supportive articles for your subject.

## ***THE ARRANGEMENT OF BOOKS ON THE SHELVES***

The purpose of classification is to locate books on similar subjects close together on the shelves, and to allow new titles to be incorporated with them.

The Dewey Decimal Classification System, used by this library, has ten major subject divisions which are divided with decimal expansion to provide for even the smallest topic. For example, 600 is the major class for *applied science*, and one of its divisions is 620 which represents engineering. A subdivision of the engineering classification is 621, which represents *applied physics*, and 621.38 is the number for *electronic and communication engineering*.

There are still further divisions, even for the smallest of subject variations, made possible by adding numbers after the decimal point. Therefore, all books with a like number will be on one subject, and the entire collection, classified and arranged by the Dewey System, will progress along the stacks from subject to subject as shown.

### **The Call Number**

Every book is given a classification number according to the subject matter it covers. The class number for *electric arc welding* is 671.52, and since there are many books on this subject, it is necessary to have a means for distinguishing one book from another. This distinction is made by assigning an author number in addition to the classification number. This number arranges all books in the same class alphabetically according to the author's surname. The following example will illustrate the make-up of the call number:

671.521	671.521 → Dewey classification number
Ala	Ala → First three letters of the author's surname or main entry

The arrangement of books on the shelves follows the outline of the classification system. Books with the following call numbers will appear on the shelves in this order, with numerical placement being the primary classification:

610.3	610.712	610.73	610.73	610.73	610.736
Nat	Fur	Ala	Bro	Smi	Atw

Notice that .712 comes before .73 in the 2<sup>nd</sup> and 3<sup>rd</sup> examples. Each number is read independently. In this instance, .71 comes before .73. It is not read as seven-twelve.

**When you pull books from the shelves, please leave them on the tables, carts, or end of the shelves so the staff can count them in statistics and make sure they are returned to their proper placement.**

**THE FOLLOWING IS AN OUTLINE OF THE MAIN CLASSES OF THE  
DEWEY DECIMAL CLASSIFICATION SYSTEM:**

000 GENERALITIES

- 010 Bibliographies and catalogs
- 020 Library Science
- 030 General encyclopedic works
- 040 General collected essays
- 050 General periodicals
- 060 General organizations
- 070 Newspapers and journalism
- 080 General collections
- 090 Manuscripts and book rarities

100 PHILOSOPHY, PSYCHOLOGY

- 110 Metaphysics
- 120 Spiritual metaphysical topics
- 130 Relations of mind and body
- 140 Philosophic systems
- 150 General psychology
- 160 Logic
- 170 Ethics. Conduct
- 180 Ancient philosophers
- 190 Modern philosophers

200 RELIGION

- 210 Natural religion
- 220 The Bible
- 230 Christian theology
- 240 Devotional theology
- 250 Pastoral works
- 260 The church
- 270 History of the Christian church
- 280 Christian denominations and sects
- 290 Non-Christian religions

300 SOCIAL SCIENCES

- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social welfare
- 370 Education
- 380 Commerce
- 390 Customs. Folklore

400 LANGUAGE

- 410 Comparison of language. Linguistics
- 420 English language
- 430 German language
- 440 French language
- 450 Italian language
- 460 Spanish language
- 470 Latin language
- 480 Classical and Greek language
- 490 Other languages

500 PURE SCIENCE

- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Geology
- 560 Paleontology
- 570 Anthropology
- 580 Botany
- 590 Zoology

600 TECHNOLOGY (Applied Science)

- 610 Medical Science
- 620 Engineering
- 630 Agriculture
- 640 Home Economics
- 650 Business
- 660 Chemical technology
- 670 Manufacturing
- 680 Mechanical trades. Handicraft
- 690 Buildings

700 THE ARTS

- 710 Civic and landscape art
- 720 Architecture
- 730 Sculpture
- 740 Drawing
- 750 Painting
- 760 Graphic arts
- 770 Photography
- 780 Music
- 790 Recreation

800 LITERATURE

- 810 American Literature
- 820 English literature
- 830 German literature
- 840 French literature
- 850 Italian literature
- 860 Spanish literature
- 870 Latin literature
- 880 Greek literature
- 890 Other literature

900 HISTORY, GEOGRAPHY, BIOGRAPHY

- 910 General geography
- 920 Biography, genealogy
- 930 Ancient history
- 940 Europe. History
- 950 Asia. History
- 960 Africa. History
- 970 North America. History
- 980 South America. History
- 990 Other History. Oceania and polar

## ***INDEXES TO PERIODICALS***

Just as the online catalog is the index to the Library's book collection, the periodical indexes are guides to its magazine collection. Our Periodical Holding List (in the green folders next to the indexes) lists the periodicals we carry. We subscribe to Reader's Guide to Periodical Literature. It is located behind the Vertical File, across from the circulation desk.

To use the Reader's Guide to Periodical Literature:

Topics are arranged as Subject Headings in strict dictionary alphabetical order, A-Z. Subjects may also be subdivided into narrower focus. There may be SEE ALSO references. The following is a typical citation:

### **Capital Punishment**

The undying problem of the death penalty. H.B. Zobel. il. *American Heritage* v48 p64-7 D'97

From this citation you learn that an article on the subject of Capital Punishment, entitled "The undying problem of the death penalty," written by H.B. Zobel, was published in the periodical *American Heritage*, volume 48, on pages 64-67 of the December 1997 issue. The article is illustrated.

After you write down the information to find the article, verify our subscription in our Periodical Holdings List (green folder). The library keeps hard copy (loose format) for the majority of our listings for 1-2 years in the Tech Services room behind the circulation desk. They are in alphabetical order. If you pull magazines you do not wish to check out (or you only want to make copies) please leave them on the cart for the staff to re-file. You may check out up to 5 magazines overnight on your library card by filling out the sign-out sheet by the door. If a magazine is from an earlier date than what is available, check with the staff to verify if we have it in microfilm or bound format. Any magazines that are not returned will be charged to you at the cover price.

## ***ELECTRONIC RESOURCES***

The following electronic resources are available on the computers in the Library:

**SIRS:** (Library access only)

Click on SIRS icon on the Library computers. Access online all three databases—SIRS Knowledge Source (Researcher, Government and Renaissance) with one search, or choose a particular database for an in-depth search.

On the right side of the screen on **SIRS Knowledge Source** are options for the "top ten" current social issues, terrorism issues, and today's news for quick access. In

clicking on “more” after the top ten issues, you can access an in-depth, alphabetical subject search list.

Choices are offered on each search for particular kinds of articles (magazine, newspaper, and primary source, such as pertinent court cases). Some categories offer web site links for a direct connection to bona fide websites.

The descriptors at the bottom of the articles offer other keyword searches. Some article words are case sensitive (pinhole photography brought up 0 articles but pinhole by itself brought up Pinhole photography) so try alternatives.

Articles with graphics (photographs and charts primarily) allow the reader to click on the picture to enlarge it for printing. Also, photographs that are not in the text message can be reached by clicking on the camera graphic icon. Articles can be tagged, e-mailed or printed. If printed, please pay for copies at the circulation desk.

### **SIRS Researcher**

Covers topics related to science, business, global issues, human relations, family, health, institutions, and the environment. It also offers access to World Almanac excerpts, Today’s News, Focus on Terrorism, Maps of the World, and Suggested Research Topics on its main page.

### **SIRS Government Reporter**

This index accesses government documents. Some areas of interest are: National Archives, which deals with the U.S. Supreme Court (cases by the constitutional articles & amendments, including discrimination, immunity, privacy and separation of powers) and historic documents (from the Founding Fathers to the present, including all Presidential Inaugural Addresses, treaties and events of importance to the United States.) The time lines are particularly helpful. Government directories (all congressional committees, congressmen and senators and their e-mail addresses) and Federal Agencies are accessible in this database. Also offered are country profiles, military affairs, international affairs, federal procedures, scientific research and spotlights on topics of the month, such as Black History in February.

### **SIRS Renaissance**

This index provides articles relating to the arts and humanities. The database is divided into eight disciplines: architecture & design; culture; literature; multimedia; music; performing arts; philosophy & religion; and visual arts. Searches may be performed by discipline, subject or keyword. Awards, glossary of the arts, recommended references, notable people, and books to read are also offered. The Literary Corner highlights specific literary profiles from Shakespeare to current authors, and there is a humanities and education link.

## **THE INTERNET**

## **Internet Research:**

Click on the MTCC Library icon. Read the rules and regulations. To accept, click continue and you will access the library's homepage. It offers immediate access to NC LIVE for academic research, the online card catalog, the library handbook, and multiple search engines. NC LIVE may also be accessed by icon on the library computers. The Library Handbook, Search tips, and site links for the MLA and APA Citations are also available on the web page.

## **Click on NC LIVE for full text academic research:**

NC LIVE is funded by the state of North Carolina and provides full text access to over 10,000 newspapers, journals and magazines; two encyclopedias; dictionaries; picture databases; health information; literary resources; and North Carolina information resources. NC LIVE is accessed via an EZ Search that combs thirty databases through "All Words," "Any Words," or "Exact Phrases" searches. It then offers the hit results for each database. When one is clicked upon, a window opens for that vendor so it can be searched in more detail, if desired. For the vendors that are not accessible via the EZ Search, click on "Browse Resources" at the top of the page and "Not EZ-Searchable." FT means full text articles that can be accessed immediately. Sample database and vendors are:

1. EBSCOhost, Academic Search Premier, provides full text searches in the health, academic and business areas. Other Ebsco offerings are NoveList, which covers novels, book reviews, and award-winning literature.
2. ProQuest, accesses newspapers and business journals, and deals mainly with business issues. It also offers Sanborn Digital Maps of North Carolina, 1867-1970.
3. OCLC First Search offers WorldCat for world-wide library listings.
4. Chadwyck-Healey literature collections share information on authors' biographies as well as full-text poetry libraries.
5. Greenwood offers literary, historical perspectives, and contemporary author bibliographic information.
6. Alexander Street Press has a collection of North American womens' diaries from Colonial times to the 1950's.
7. Congressional Quarterly covers information from our nation's capitol.
8. Britannica offers an in-depth interactive online encyclopedia.
9. Morningstar explains mutual fund and stock information.
10. Medline Plus, Medem, and the Mayo Clinic Health Oasis are some of the internet connections to medical databases.
11. North Carolina has various databases and web connections ranging from health, agriculture, business, directories, job opportunities and children's websites.

## **TO ACCESS THE ONLINE CARD CATALOG:**

Click on Online Book Catalog on the library homepage. Follow the directions for *iLink* (the online card catalog) beginning on page 2 of this booklet.

**TO ACCESS SEARCH ENGINES SUCH AS YAHOO:**

Click on Internet, then the blue words Search Engines; choose your favorite from the next screen.

**DO NOT SHUT DOWN THE COMPUTER. X out of the screen you are in when you are finished.**

**MTCC LIBRARY INTERNET USE**

The Internet has a wealth of information. Being an unregulated medium, however, it may contain invalid, outdated or offensive material. The library has no control of the Internet and its resources, and assumes no responsibility for the quality, accuracy, currency, or suitability of any Internet resource.

Enjoy your exploration of the Internet, but also remember that many times you will find the information you need in the Library's books, periodicals and databases.

**USE OF PUBLIC ACCESS COMPUTERS:**

You must have a library card. Apply at the Circulation Desk.

**TIME LIMITS:**

There is a limit of 30 minutes of usage *if* other patrons are waiting.

**STAFF ASSISTANCE:**

The Library staff is available for basic procedures, but they cannot provide in-depth training. The red notebook on the table adjacent to the computers has information on documentation of resources, Internet web sites of interest, and use of search engines. If you need more help, please schedule a one-on-one tour with the Coordinator of Library Services.

**PRINTING:**

Printing information retrieved on the Internet in the Library must be paid for at the circulation desk. Rates are posted.

**WORD PROCESSING:**

Material may be printed or saved to CD. Materials saved to the hard drive will not be retained once the computer is shut down.

**ETHICAL USE:**

The Internet computer may not be used for: harassment of other users; destruction of or damage to equipment, software, or data belonging to the Library or other users; unauthorized copying of copyright protected material; or accessing offensive or pornographic material which others can view. Unethical use, or violation of the above rules for these computers may result in loss of Internet Public Access privileges.

**MTCC LIBRARY URL**

The MTCC Library web page can be accessed outside the library through:

<http://www.mcdowelltech.edu/newlib.html>

From this web page, you can go into the library's online book catalog—if you have the proper hardware and web browser.

**REMOTE ACCESS TO NC LIVE:**

To access NC LIVE from remote computers, authorized users—faculty, staff, and students at MTCC who are registered borrowers—may request issuance of a password from the library staff.

***OTHER RESOURCES*****VERTICAL FILE**

Located directly across from the circulation desk, the Vertical File contains clippings and pamphlets in over 432 files. A list of the subject headings is in the blue folder on top of the file cabinet. Individual articles may be checked out or copied. Whole folders cannot be checked out.

**NEWSPAPERS AND CURRENT PERIODICALS**

Located at the front of the library in the reading area, newspapers are on spindles and periodicals are in plastic covers on shelves along the wall. MTCC also keeps approximately 2-3 months of back issues of newspapers and 1-2 years of back issues of periodicals in the Technical Services room. Back issues may be checked out overnight.

**INTERLIBRARY LOAN**

If our Library does not have a book you need, with a valid library card and no history of fines or late fees, you may request an interlibrary loan from another library. The main thing to remember is to allow enough lead time before your assignment is due. It usually takes up to two weeks to receive ILL materials, (unless it is checked out at the lending library). For more information, inquire at the circulation desk or contact the Coordinator of Library Services, Gabrielle Thompson at [gabriellet@mail.mcdowell.edu](mailto:gabriellet@mail.mcdowell.edu). Requested books are checked out to you from the circulation desk upon arrival.

### ***MOUNTAIN COLLEGE LIBRARY NETWORK***

The MTCC Library belongs to a consortium of colleges in Western North Carolina called MCLN, which shares periodical titles and articles. If a periodical article is not available in our library, it is possible we may be able to have it faxed to us by this service. You must present all the pertinent information to the circulation desk. Average time for this service is 24-48 hours. There is a copy charge for each page sent.

### ***MCDOWELL COUNTY PUBLIC LIBRARY***

As a resident of McDowell County, most of our students can use and checkout materials from the local Public Library. You are welcome to use their facilities.