

## **Southeastern Technical College Library Guide**

- **Circulation**
  - The STC Library has a collection of over 6,500 books and manuals. You can check out books for 2 weeks at a time and videos for 3 days. Your Student ID is required for circulation privileges. A late charge of \$0.10 per day will be charged each day past the due date. A book may be renewed for 2 weeks unless a hold has been placed by another patron. Magazines and newspapers are available for browsing in the library. Magazines are not to be checked out of the Library. Many back issues are also available.
  - View the entire collection using the Library catalog  
[www.southeasterntech.edu/library/catalog.asp](http://www.southeasterntech.edu/library/catalog.asp).
- **NetLibrary**
  - The STC Library has a collection of over 29,000 electronic books. Students must create their own account. You may do this while you are on campus, or you may request online that an account be created for you under Library Resources. Once the account is created, you will be able to access NetLibrary electronic books from any computer with an Internet connection. You can access these books through our catalog under Library Resources.
- **GALILEO**
  - This outstanding collection of over 120 databases is online at any computer on campus. Many of the databases contain full-text articles and are accessible through the Internet off campus with a password. Ask for the password at the library desk or click on the “Ask a Librarian” button from the Library homepage.
  - By using Remote Access, you do not need the off-campus GALILEO password. Once you login to Remote Access, click on Internet Explorer. Go to the Library page and click on the GALILEO icon. You can now search GALILEO as you would on campus.
- **Ask a Librarian**
  - Students, faculty and staff at STC who need help with research or have questions or comments about the library may e-mail the librarian by completing and submitting the “Ask a Librarian” form from the Library homepage. In most instances, you will have a response the next working day.
- **Computers**
  - There are 36 computers in the library with a wide variety of software applicable to the programs at STC.
  - When a class reserves the library or lab, you may continue to work on your computer as long as there are enough computers for the class.
  - Also, the library has wireless access. Students are encouraged to bring their laptops that have wireless capabilities.
- **Copying**
  - Copies from word processing and the Internet are free and for academic purposes only. A photocopying machine is available to students for 10¢ a page.

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- **Special Needs**
  - Some computers in the library are equipped with attachments to assist people with visual impairments.
  - Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Director of Library Services privately to discuss specific needs. Requests for assistance or advice about access will be dealt with on an individual basis in consultation with the Special Needs Office if appropriate.
- **Request for Purchase**
  - The library gratefully accepts suggestions for book purchases from faculty, staff, and students. The library reserves the right to limit purchases to materials related to the curriculum or otherwise deemed appropriate. Complete and submit the Purchase Request form under Library Services from the Library homepage, or contact the librarians for assistance.
- **Interlibrary Loan**
  - STC is a member of Georgia OnLine Database (GOLD). This allows students and faculty to access materials at other libraries. Complete and submit the Interlibrary Loan form under Library Services from the Library homepage, or contact the librarians for assistance.
- **Equipment**
  - A wide variety of equipment is available for classroom use. Overhead projectors, VCRs, a laptop, digital camera and slide projector can be checked out for presentation purposes. Contact your instructor.
- **How to Find Books using Library of Congress**
  - STC Library uses the Library of Congress (LC) classification system to organize its materials. You can think of a call number as a book's address on the shelf. The first line in a Library of Congress call number classifies the item by its subject according to the LC Classification System.
  - LC call numbers are first arranged alphabetically, according to the letter or letters at the beginning of the call number, which correspond to the subject matter of the item.
  - Example: Call numbers beginning with P are followed by PA, PB, PC, etc. Within the alphabetical section, books are arranged by the number(s) that follow. Notice that these numbers are regarded as whole numbers. For instance, PS 345 comes before PS 1200.
  - Example: QA 56 before QA 234 before QA 234.57 before QA 234.8
  - Editions are often arranged by date or by the date and letters.
  - Example: PS 3525 .I52 1971 before PS 3525 .I52 1973 before PS 3525 .I52 1973a
- **Glossary of Library Terms**
- **APA Style of Documentation**
  - The American Psychological Association (APA) is an organization that sets standards for recording your sources when you write a paper. If your instructor tells you that you must write your paper in APA Style, you need

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to come to the library and look at the Publication Manual of the APA to learn how to set up your paper and cite your sources of information.

- **Bibliography**
  - A list of citations to books, articles or other items used in research on a particular subject; usually listed at the end.
- **Call Number**
  - A combination of letters and numbers used to place a book or periodical in its proper place on the shelf.
- **Citation**
  - All of the information needed to identify your sources of information. Most often, citations refer to books or articles, but they can identify videos, live interviews, radio programs, and much more.
- **Database**
  - A collection of information organized and presented to serve a specific purpose. Some examples are: telephone books, MEDLINE (the National Library of Medicine's database) and the Georgia Business Directory.
- **GALILEO**
  - GALILEO stands for Georgia LIbrary LEarning Online. It is a collection of web-based databases that allows students in Georgia to research almost any topic from their computers.
- **Journal**
  - A scholarly magazine which is usually read by people in a particular profession or academic subject area. Journal articles are based upon research and usually have extensive footnotes and bibliography.
- **Keyword**
  - When you perform a search in a large database, the system will usually look only for keywords. That is, words that identify an entry or set it apart from the others. Words such as "the," "of," and "for" are not keywords and are usually dropped from the search. Most often, you need to type in only keywords to find what you are looking for.
- **Library of Congress (LC) Classification System**
  - A system using a combination of letters and numbers to indicate the subject content of library materials. Materials are shelved by the call numbers of the LC classification system. Most academic libraries use LC classification system while most public libraries use the Dewey Decimal classification system.
- **Magazine**
  - A popular periodical usually read for pleasure or for keeping up with current events. Magazine articles usually do not contain footnotes or bibliographies.
- **MLA Style of Documentation**
  - The Modern Language Association (MLA) is an organization that sets standards for recording your sources when you write a paper. If your instructor tells you that you must write your paper in MLA Style, you need to come to the library and look at the MLA Handbook for Writers of

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Research Papers to learn how to set up your paper and cite your sources of information.

- **Periodical**
  - A general term referring to any publication that is published at regular intervals of time: weekly, monthly, quarterly, etc.
- **Library Rules**
  - Please keep excessive noise to a minimum; others are trying to concentrate.
  - Cell phones should be set to silent. Cell phone conversations should be conducted outside the building.
  - Since this library is considered a place of work, children are not allowed in the library.
  - Food or drinks are not allowed in the library.
  - Magazines and newspapers are not to be removed from the library. A library assistant will be happy to assist you in making copies of anything you need for school.
  - Please see a staff member when equipment in the library is not working properly. Do not attempt to work on equipment.
  - Personal CD's, other than those related to class work, are not allowed on the computers.