

## GENERAL GUIDE TO THE LIBRARY

BOOKS\*\*JOURNALS\*\*NEWSPAPERS\*\* ELECTRONIC RESOURCES\*\*MICROFORMS\*\*VIDEOTAPES\*\*INTERNET

### MISSION

THE MISSION OF THE LIBRARY AT THE COMMUNITY COLLEGE OF PHILADELPHIA IS TO PROVIDE INSTRUCTION, COLLECTIONS, SERVICES AND FACILITIES WHICH SUPPORT THE TEACHING PROGRAMS OF THE COLLEGE AND PREPARE THE STUDENT TO FUNCTION RESPONSIBLY AS AN INDIVIDUAL WITHIN SOCIETY.

### COLLECTIONS

MORE THAN 110,000 BOOKS AND OVER 400 SERIAL TITLES, INCLUDING AN EXTENSIVE COLLECTION OF MICROFILM ARE AVAILABLE TO THE COLLEGE COMMUNITY. FULL TEXT ARTICLES AND CITATION DATABASES AND ELECTRONIC JOURNALS ARE ALSO AVAILABLE.

### HOURS

MONDAY-FRIDAY      8:00AM-10:00PM      SATURDAY      8:30AM-5:00PM

HOURS DURING THE SUMMER SESSIONS AND HOLIDAYS ARE SUBJECT TO CHANGE AND WILL BE POSTED DURING THESE PERIODS AT THE MAIN ENTRANCE TO THE LIBRARY AND ON OUR WEB PAGE.

### TELEPHONE NUMBERS

BOOK ORDERING	215-751-8399 or 8401	DEPARTMENT HEAD	215-751-8304
CIRC/RESERVES	215-751-8383 or 8402	DIVISION OFFICE	215-751-8385
PERIODICALS	215-751-8406 or 8388	INSTRUCTION	215-751-8396
INFO/REFERENCE	215-751-8394	ARCHIVES	215-751-8395
INTERLIBRARY LOAN	215-751-8402 or 8403		

### BORROWING MATERIALS

ALL CURRENT FACULTY, STAFF AND STUDENTS MAY BORROW UP TO EIGHT (8) ITEMS. A COMMUNITY COLLEGE OF PHILADELPHIA I.D. IS NECESSARY TO BORROW ALL MATERIALS. LOAN PERIOD IS THREE (3) WEEKS. RESERVE AND REFERENCE MATERIALS MAY BE USED IN THE LIBRARY ONLY. BOOKS MAY BE RENEWED ONCE IF NOT REQUESTED BY ANOTHER BORROWER. NO PHONE RENEWAL REQUESTS PLEASE!

**FINES:** \$.20 A DAY (each day the library is open) FOR OVERDUE BOOKS

**REPLACEMENT COSTS:** PRICE OF THE BOOK (\$45.00 FOR OUT-OF-PRINT BOOKS) + \$10.00 PROCESSING FEE ON LOST OR DAMAGED MATERIALS.

### VIDEOTAPES

A COLLECTION OF TELECOURSE VIDEOTAPES IS SHELVED NEAR THE VCR VIEWING CARRELS AT THE SOUTH END OF THE LIBRARY. ONE VIDEOTAPE MAY BE BORROWED FOR THREE (3) DAYS BY PATRONS REGISTERED FOR TELECOURSES.

**FINES:** \$1.00 A DAY (each day the library is open) FOR OVERDUE TAPES

**REPLACEMENT COSTS:** \$15.00 FEE FOR LOST AND DAMAGED TAPES.

### INTERLIBRARY LOAN

BOOKS AND JOURNAL ARTICLES NOT OWNED BY THE LIBRARY MAY BE REQUESTED FROM OTHER LIBRARIES. THESE INTERLIBRARY LOAN REQUESTS MAY TAKE ONE (1) TO THREE (3) WEEKS. FORMS ARE AVAILABLE AT THE INFORMATION DESK.

### INTRALIBRARY LOAN

BOOKS AND JOURNAL ARTICLES NOT LOCATED AT THE MAIN LIBRARY MAY BE REQUESTED FROM A REGIONAL CENTER. THESE INTRALIBRARY LOAN REQUESTS MAY TAKE 3-5 WORKING DAYS. FORMS ARE AVAILABLE AT THE INFORMATION DESK.

**NOTE: BE SURE TO CHECK THE LIBRARY'S FULL TEXT DATABASES FOR JOURNAL ARTICLES!**

## RESERVES/PERIODICALS

ALL MAGAZINES, SCHOLARLY JOURNALS AND NEWSPAPERS, AS WELL AS MATERIALS PLACED ON RESERVE FOR A COURSE, MAY BE USED IN THE LIBRARY ONLY. THESE MATERIALS MAY BE OBTAINED FROM CIRCULATION WITH A VALID COMMUNITY COLLEGE OF PHILADELPHIA I.D.

**LIMITS:** FOUR (4) RESERVE ITEMS AT ANY ONE TIME

**FINES:** \$5.00 A DAY FOR OVERDUE MATERIAL.

## REFERENCE SERVICE

LIBRARY FACULTY ARE AVAILABLE TO:

- \*ANSWER REFERENCE QUESTIONS AND PROVIDE RESEARCH ASSISTANCE
- \*ASSIST PATRONS IN THE USE OF PRINT AND ELECTRONIC RESOURCES
- \*PROVIDE COLLECTION DEVELOPMENT AND LIBRARY INSTRUCTION

## LIBRARY INSTRUCTION

LIBRARIANS OFFER CLASSES ON BASIC LIBRARY SKILLS, SEARCH STRATEGIES AND DATABASE SEARCHING TECHNIQUES. CLASSES MAY BE TAILORED TO A SPECIFIC COURSE AND ASSIGNMENT. FACULTY MAY ARRANGE FOR THESE INSTRUCTION SESSIONS IN PERSON AT THE INFORMATION DESK OR BY CALLING 215-751-8396. FORMS CAN ALSO BE SUBMITTED ONLINE AT [HTTP://WWW.CCP.EDU/VPACAFF/LIBRARY/LIREQUEST.HTM](http://www.ccp.edu/vpacaaff/library/lirequest.htm).

WALK-IN CLASSES ARE AVAILABLE TOO. FOR INFORMATION CALL 215-751-8394.

## ON-LINE CATALOG

THE OPAC (ON-LINE PUBLIC ACCESS CATALOG) IS A WEB-BASED SYSTEM. THE "WEB-PAC" INCLUDES RECORDS FOR BOOKS IN THE COLLEGE LIBRARY COLLECTION, AS WELL AS COURSE MATERIALS PLACED ON RESERVES. LOCATION, CALL NUMBER (THE ADDRESS OF THE BOOK) AND AVAILABILITY STATUS ARE INDICATED FOR EACH RECORD. JOURNAL TITLES ARE INCLUDED WITH INFORMATION ON WHICH ISSUES THE LIBRARY OWNS AND THE FORMAT (PRINT OR MICROFILM).

## ELECTRONIC RESOURCES

<http://library.ccp.edu>

THE LIBRARY SUBSCRIBES TO A NUMBER OF ON-LINE DATABASES THAT PROVIDE CITATIONS OR FULL TEXT TO JOURNAL ARTICLES. THESE ARE AVAILABLE FROM THE LIBRARY OR CAMPUS COMPUTERS AND INCLUDE:

- CQ RESEARCHER – Current issues
- EBSCOHOST - Comprehensive, multi-subject articles and citations
- ENCYCLOPEDIA BRITANNICA - Complete reference work
- ETHNIC NEWSWATCH - Articles from multi-ethnic sources
- ISSUES & CONTROVERSIES – Pros and cons of an issue
- JSTOR- Archive of backfiles of journals
- LITERATURE RESOURCE CENTER – Literature reference database
- PHILADELPHIA INQUIRER – Full text from 1981
- PROJECT MUSE – Full text scholarly articles

## SEE SUBJECT INTERNET RESOURCES AT THE LIBRARY'S WEB SITE.

## INTERNET

THE LIBRARY WEB ROOM IS EQUIPPED WITH TEN (10) WORKSTATIONS FOR INTERNET ACCESS TO EMAIL AND WEB SEARCHING. A VALID COMMUNITY COLLEGE OF PHILADELPHIA PICTURE I.D. IS NECESSARY FOR ONE HOUR ACCESS TO THIS ROOM.

## COPIERS

COIN OPERATED PHOTOCOPIERS AND MICROFILM READER/PRINTERS ARE LOCATED IN THE LIBRARY.

**COST:** \$.10 A PAGE [ONE DOLLAR BILL CHANGER IS AVAILABLE.]

## GROUP STUDY ROOMS

THE LIBRARY IS A DESIGNATED STUDY AREA. CONVERSATION MUST NOT DISTURB OTHER PATRONS. GROUP STUDY ROOMS ARE AVAILABLE FOR 2-6 PEOPLE. YOU MAY REGISTER FOR ONE AT THE CIRCULATION DESK.

## THE COLLEGE IS A SMOKE-FREE ENVIRONMENT.

**EATING, DRINKING, CELL PHONE USE AND CHILDREN UNDER 12 ARE PROHIBITED IN THE COLLEGE LIBRARY.**

**Current, valid CCP photo ID required for entrance into Main Campus Library**