

Barstow Community College Learning Resource Center



Library Handbook Policies and Procedures

2016/2017

Updated: 5/5/2017

WELCOME

Welcome to the Library in the Learning Resource Center. We hope you will find the facilities here attractive, comfortable, and beneficial. We encourage you to use them often.

LIBRARY STAFF

Dean, Learning Resource Center

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Barstow College Library – Mission Statement

Barstow College Library is committed to serving the needs of our students, faculty, staff, and community patrons by striving to meet the following goals:

- Maintaining a diverse collection of materials to support the academic and vocational needs of our student body;
- Helping students develop skills essential to academic and occupational success by promoting information competency and critical thinking;
- Working with the faculty to ensure knowledge of the library's services and resources and providing training and support to incorporate them into curriculum;
- Providing resources and research assistance to enhance faculty research;
- Serving the diverse needs of all library patrons, including remote learners and those with special needs;
- Responding to changing technologies by providing resources in a variety of formats, both print and electronic, and maintaining a knowledgeable and skilled staff;
- Promoting lifelong learning and the value of the library in the campus environment.

7/2000; 5/2001; 1/2006; 6/2006; 12/2011; 08/2012; 02/2013; 5/2014; 8/2015; 5/2017



LIBRARY OPERATION **POLICIES**

REGULAR LIBRARY HOURS

Monday through Thursday
Friday

8:00am to 6:00pm
8:00am to 4:00pm

SUMMER HOURS*

Monday through Thursday
Friday

8:00am to 5:00pm
Closed

Closed Saturday and Sunday. Closed all Holidays.

*Hours during summer semester, intersession, and school holidays may vary.

USE OF THE LIBRARY

People from the public sector may come into the library whenever the library is open. They may use any of the services or items in the public area of the library. They may also request up to five periodicals at a time for in-house review. Periodicals do not leave the library.

If a student wishes to check materials out of the library they will need to have their Barstow Community College student I.D. Card - which has a photo on it - **OR** a valid, state issued photo I.D. **AND** be enrolled in at least 1 unit.* BCC student I.D. **OR** valid state issued photo I.D. will need to be shown every time they check materials out of the library and every time they use reserve materials.
*High school ID's may be accepted in special circumstances.

A person may obtain a library card if they are a BCC administrator, a BCC faculty member, a BCC adjunct faculty member, a BCC staff member, or a BCC Alumni. We are currently reviewing our use of Library Policy in regards to the general public.

CODE OF CONDUCT

All Library patrons must:

1. Maintain a **quiet environment**. This means **no loud voices** and no cell phones or beepers.
2. Respect Library property. We take theft, mutilation or defacement of materials very seriously.
3. Respect the right of fellow Library patrons and Library staff to a quiet, peaceful environment in which to study and work.
4. Follow the computer use guidelines as detailed on page 10 of this handbook.
5. Covered drinks and small snack items are allowed in the library. Large or messy food items such as take-out containers and bags of fast food are not allowed. Students are expected to clean up after themselves and will be held responsible for any mess and any damage to the library facility or resources.

PATRONS BREAKING THIS CODE OF CONDUCT MAY BE ASKED TO LEAVE THE LIBRARY.

CHILDREN IN LIBRARY

Children are not to be left unattended in the library or in any portion of the LRC.

BORROWING PRIVILEGES

The Barstow College ID card, which is available from the Campus Events/ASB Office, is the student library card. Library borrowing privileges may not be transferred to another person. Borrowers who abuse provisions or disrupt library service may have their library privileges revoked.

*Patrons (i.e.: Veteran's Home, BCC Alumni), other than currently enrolled Barstow College students, have different checkout limits. Please ask at Circulation Desk.

RESPONSIBILITY

It is the borrower's responsibility to:

- know when material is due to be returned.
- return or renew material on or before the due date.
- exercise care in handling all library materials.

CURRENT ADDRESS

Please notify the library immediately of any change of address or phone number. Lack of mail delivery does not excuse the borrower from responding to overdue notices.

BORROWING REGULATIONS, CIRCULATION & FINES

Overdue charges are calculated on a daily basis, excluding days the library is closed.

The fee for returned checks is \$25.00 as per the Cashier's Office.

BCC Administrators, BCC Adjunct Faculty, BCC Faculty, BCC Staff are exempt from fines.

ITEM TYPE	CIRCULATION PERIOD	LIMIT*	RENEWAL	OVERDUE FINE
Books	2-weeks	10	3 times	\$.10/day
Instructional Videos	In-library use only	1	N/A	
Non-instructional Videos	3 day loan	2	None	\$2.00/day/DVD \$1.00/Day/VHS
CD's	2-Weeks	2	N/A	(\$.50/day)
Periodicals	In-library use only	5	N/A	
Reserve	2-hours in library use **	1	1 Renewal if no other student is waiting for it	\$.50/hour
Fees for lost or damaged materials shall be \$35.00 per General Collection book; \$50.00 per Oversized book; PBK's \$7 per book, plus a \$5 processing fee per item. Some items may be assessed a larger or lower fine amount depending upon type or value of material.				
*Cannot have more than a total of 10 items on your account at any time.				

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- **COURSE RESERVE TEXTBOOKS MAY BE CHECKED OUT FOR USE WITHIN THE COMPUTER COMMONS OF THE LEARNING RESOURCE CENTER DURING PEAK TESTING PERIODS ONLY (I.E. MID-TERM AND FINALS WEEKS) AND UNDER THE FOLLOWING CONDITIONS:**
 1. Only one textbook per student. Student must leave a VALID picture ID with the front counter staff to ensure "Good Faith Lending". Student will also be required to sign for the item.
 2. Picture ID will only be returned to the borrowing student.

3. Textbooks may NOT leave the Learning Resource Center building. Students leaving the LRC building with course reserves may be charged for the cost of item.
4. Student is responsible for any late charges that may apply. Reserve textbooks are available for 2 hour checkout only.

REPLACEMENT COSTS FOR LIBRARY MATERIALS

The replacement cost for library materials is \$35.00 for general collection per book, \$50.00 per oversized book, \$7 per book in the PBK's and \$25.00 for videos (that can be checked out). A \$5.00 processing fee is charged per item. This is charged at the time the item is being paid for.

REFUND POLICY

If you pay for lost library material and subsequently find it, you may receive a refund for the replacement charges within 30 days of the payment date (if the item has not been damaged). **Processing fees are non-refundable.** NOTE: You must present the original receipt in order to obtain a refund.

REPLACEMENT COSTS FOR LIBRARY CARDS

BCC Adjunct Faculty – No Charge
BCC Administrators – No Charge
BCC Faculty – No Charge
BCC Staff – No Charge
BCC Alumni – No Charge

BCC Students – the ASB card serves also as a library card, available through the ASB Office.

RETURNING AND RENEWING LIBRARY MATERIALS

Library materials must be returned or renewed on or before the due date. Materials may be renewed at the circulation desk in person with a BCC library card and photo I.D. or by phone for a maximum limit of two renewals if no hold requests are pending. Items need not be present for renewal as long as the items are not overdue. Patrons may renew an item if it is not overdue and there is not a request for the item by another patron. Length of renewal is governed by the borrower type. All other materials should be placed in the book drop at the front of the circulation desk or can be dropped off in the outside book-drop, located in the library parking lot. **SEE: "SELF RENEWALS"**

BACK TO BACK CHECK OUT FROM ONE STUDENT TO ANOTHER

When a student returns a book, it must be checked in and re-shelved before it can be checked out by another student. This will prevent any particular group of students from monopolizing a book for the entire semester. Students can take advantage of the “hold” feature of our automated system by placing a request for the book through the OPAC.

PLACING A REQUEST FOR A BOOK IN THE BCC LIBRARY COLLECTION

A borrower can place a request for an item that is checked out to another patron. Requests are placed through the OPAC. The borrower placing the request will need a BCC library card in current status. When a requested item becomes available, it will be placed on hold at the circulation desk and the requestor notified to pick up the item within 3 days. Hold requests may not be placed on reserve items.

SELF RENEWALS

Question: Can I renew my library books without coming into or calling the Library?

Answer: Yes, if the books are not overdue, and if you have not already reached your maximum number of renewals (2). This can be done at any time using an internet accessible computer, please follow these simple instructions:

Step 1: In your Internet search bar, type in this URL and enter

<http://barstowlibrary.on.worldcat.org>

Step 2: On right hand side of screen click on "Sign In"



Step 3: Type in the username and Password that you use to sign in to the computer. You can always reset your password using your email

Step 4: See white box that says "barcode", click on down arrow
Select and choose "B Number"

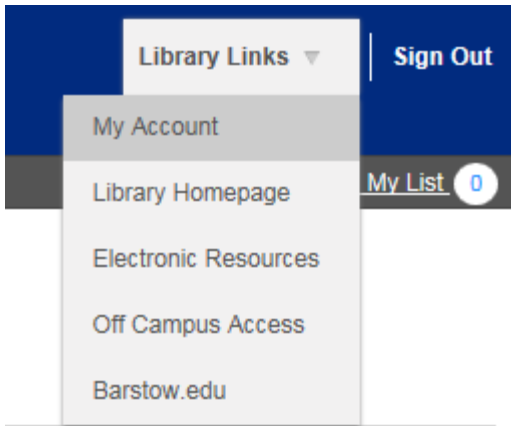
Step 5: type in your B Number in the empty white box to the right of the selection you just made above

Step 6: Type in your last name in the box marked "Last name"

Step 7: Click on "login"

You will be automatically taken back to the search web voyage page

Step 8: Click on the "Library Links" dropdown at top right menu bar, then click “My Account” this will take you into your personal library account.



You will now be able to see if you have any blocks, what you have checked out, if items are overdue, and the ability to renew items.

My Library Account

Contact Information [View](#) Change password

1 Checkouts | 0 Overdue - \$0.00 0 Holds 0 Charges

Sort by:	Due Date	Status	Due Date	Charges
1	A promise to remember : the Holocaust in the wor...	Renew	8/5/16 11:59:59 PM	\$0.00
	by Michael Berenbaum Print book ©2003 OCLC Number: 53031685 Database: WorldCat			

Step 9: From the account window you are able to see a full visual list of what items are checked out, renew items and even change your account password. Students also have the ability to place items on hold.

To renew an item click the renew button listed under the Status column. The new due date will then be displayed next to each book title. *Step 10: Important:* scroll back to top right of the page and click on "Sign Out". **Never leave your personal information open on a public computer. Check your account often to avoid late fees.**

FINES AND OVERDUE NOTICES

Fines are imposed to assure the timely return of materials. **FAILURE TO RETURN MATERIALS AND/OR UNPAID CHARGES WILL RESULT IN SUSPENSION OF BORROWING PRIVILEGES, TRANSCRIPT RELEASE, AND REGISTRATION.** The library will send one overdue notice for materials not returned by the due date. Patrons are responsible for returning materials by the due date, regardless of whether an overdue notice is received. Delinquent bills may be turned over to a collection agency. Fees are subject to change without notice.

BLOCK (HOLD) ON A PATRON RECORD

Effective Spring semester 2005, per Board Policy, if any student has a hold from any department on campus, all privileges to all other departments will be suspended.

A block on a patron's record indicates a matter that needs to be cleared up. Blocks are fine, overdue items, lost items, address updates, etc. The block needs to be cleared up before the library will check out any items to the person. A block from BCC library will prevent the student from getting their grades, registering for classes, graduating or receiving their transcripts.

LIBRARY TOURS

Due to the size of the new Learning Resource Center and increasing demand on the library staff, the following is provided for your information:

- 1) No Library tours will be given the first two weeks of any semester.
- 2) Any requests for tours must be made 2-3 days in advance in order to allow library staff time to address issues such as coverage, copying of hand-outs, etc.
- 3) No last minute tours will be booked or given.
- 4) Library staff cannot stay past their scheduled closing time to accommodate tours. Therefore, evening tours must begin at the start of the scheduled class hour.
- 5) Classes must be accompanied by their instructors.

Library staff members wish to continue to provide the best library services possible to all. However, in order to accommodate the many requests that they get, your cooperation would be greatly appreciated.

ELECTRONIC RESOURCES USER POLICY

- Due to the limited number of computer stations available, the primary use of computer resources shall be to assist currently registered Barstow College students with academic related research. Priority is given to currently enrolled students conducting course related work. Library staff reserves the right to request that users viewing potentially offensive sites leave the library.
- No games, online auctions/purchasing, or chat rooms. Computer labs are available on campus for non-research activities. The closest lab is located in the Computer Commons, accessible through the main lobby of the LRC.
- Currently enrolled students shall have priority use of all computers. A 15-minute time limit may be imposed for any workstation when others are waiting.
- At this time Printing is not available for public patrons. Students may print from their Papercut accounts at no charge, however print limits may ensue if student limit has been reached. Additional print jobs may added to the student account at the Viking Book Store. **Caution: Internet screens may comprise more than one printed page.**
- Individual users are responsible for using the library's resources in an ethical, non-discriminatory and lawful manner. You cannot copy or download to or from the CD-drive, USB drive or the "A" drive. Failure to comply with these basic policies and responsibilities can result in the loss of access privileges.

Computer Copyright Infringement

STUDENTS SHOULD BE AWARE THAT THE UNAUTHORIZED SHARING OF PEER-TO-PEER FILE COPYRIGHTED WORKS, INCLUDING MUSIC, PICTURES, AND MOVIES, IS A VIOLATION OF CAMPUS COMPUTER USE POLICY. IT IS ALSO ILLEGAL AND MAY CARRY SIGNIFICANT MONEY AND/OR CRIMINAL SANCTIONS. IT IS THE RESPONSIBILITY OF STUDENTS WHO ARE DOWNLOADING OR UPLOADING DOCUMENTS TO MAKE CERTAIN THAT THEY ARE NOT COPYRIGHTED WORKS, OR THAT THE STUDENT HAS THE PERMISSION OF THE COPYRIGHT HOLDER.

UNAUTHORIZED DOWNLOADING AND UPLOADING OF COPYRIGHTED MUSIC AND MOVIES...

CONSTITUTES AN ILLEGAL COPYRIGHT INFRINGEMENT. IGNORANCE OF LAW IS NOT AN EXCUSE, NOR IS THE EXPLANATION THAT "EVERYBODY ELSE IS DOING IT". THE PENALTY FOR COPYRIGHT INFRINGEMENT, BOTH MONETARY DAMAGES AND IN SOME CASES CRIMINAL LIABILITY IS SIGNIFICANT. DAMAGES CAN RANGE FROM \$200 PER INFRINGEMENT FOR AN

“INNOCENT” VIOLATION TO \$150,000 PER INFRINGEMENT FOR A WILLFUL VIOLATION. COPYRIGHT INFRINGEMENT IN SOME INSTANCES IS PUNISHABLE BY UP TO 5 YEARS IN PRISON.

LIBRARY CLOSING PROCEDURES

Any reserve materials checked out at this time must be returned to the circulation desk. All materials are due 15 minutes prior to library closing,

CONFIDENTIALITY

The library will not release personal borrowing information about any library user to any other individual or organization unless required to do so by law or by college policy.

SPECIAL FACILITIES AVAILABLE TO STUDENTS

Student OPAC station:

In addition to 16 computers for student use, the library has an online catalog for patron use. Disabled patrons can adjust the size of the font. Please read: *ELECTRONIC RESOURCES USER POLICY* above.

Audio-Visual Services:

The library maintains various educational and entertainment videos, DVD's and CD's. Monitors with videocassette and DVD players and other equipment are available for your convenience. Please go to the circulation desk to ask for what you need. You will then be given a set of headphones and directed to the proper machine behind the circulation desk to watch/listen to what you chose.

Microfilm/fiche Reader/Printer:

This is located in the Microfilm room. Check with the library staff for viewing magazines on microfilms. The printing cost is .10 cents per page.

Copy Machine and Bill Changer:

The copy machine is located in front of the Circulation desk as you enter the library. Copies are .10 cents per page. The copier accepts quarters, dimes and nickels. There is a one-dollar bill changer next to the copier.

Group Study Rooms:

Barstow College students may use group study rooms at any time that the library is open. Students requesting a group study room must follow the guidelines for room use.

PROCEDURES

1. Students sign up for the room at the Circulation Desk on a first come, first served basis. No advance reservations.
2. These rooms are designated for study purposes only.
3. Posted guidelines are to be followed when using the rooms.

GUIDELINES FOR ROOM USE (Guidelines apply to all student in a group)

1. Rooms may be used for a period of 2 hours. Upon completion of the 2 hours, keys must be turned in at the circulation desk to be discharged. Renewals are permitted so long as no other patron has requested the room.
2. ROOMS WILL BE USED ONLY FOR STUDY TOWARD COMPLETION OF A SPECIFIC ASSIGNMENT OR REQUIREMENTS FOR COMPLETION OF A BARSTOW COLLEGE CLASS. Recreational use is prohibited.
3. The door to the room will remain closed at all times. Study will be relatively quiet as rooms are not sound-proof.
4. Musical instruments and electronic devices (except for computers and electronic typewriters) are prohibited.
5. Tutoring and test taking are **NOT** appropriate activities for library group study rooms as such activities fall under the responsibility of other Barstow College programs.
6. **FOOD, DRINK, CHILDREN, LEWD OR LASCIVIOUS ACTS, AND SMOKING ARE STRICTLY PROHIBITED.**
7. Library staff may enter a group study room at any time.
8. Library staff may bring a study session to an end at any time and may require students to leave the room.
9. Students will leave the room clean and orderly and will close and lock the door and return the room key immediately after leaving the room. Students are responsible for damage to the room.
10. Library staff may refuse or revoke room use privileges if any student in a group fails to follow established guidelines.
11. **A \$10.00 replacement fee will be charged to the patron who signed out the key/room if keys are not returned or the key/key ring is damaged.**

TYPES OF MATERIAL AVAILABLE – location and arrangement

Non-Fiction Books: These are located on the shelves towards your right when entering the library. The shelves begin with 000 on the left, continue down the aisle and wrap back up to the front and continues in that order throughout the aisles until you reach 999.99.

Reserve Materials and Class Textbooks: Items instructors place on reserve for student use. Length of checkout and whether the item can leave the library is determined by the instructor. We carry ***most*** class textbooks. Check at circulation to see if we have what you need. A BCC student photo ID OR valid state issued ID is required to check out all reserve items. These are located at the circulation counter. Reserve books are indicated by “Res” in the line of the displayed record on the OPAC. A patron can have only one reserve item checked out at a time. **We do not hold reserve items. They are available on a first come, first served basis.**

Reference Books: These are found in the Reference Room, located behind the circulation counter when you enter the library. They are indicated by a letter “R” above the call number on the spine of the book.

Biography: Books of biography, “92”, are located after the 999.99 and before Fiction books. These books are in alphabetical order by last name of the person written about.

Fiction Books: Books of fiction, “Fict”, are located after the “92” Biography books and before the foreign language section. The books are in alphabetical order by the author’s last name.

Foreign Language: Books written in foreign languages are located at the end of the aisles, after the fiction books.

Large Print: Books for the visually challenged are located to the right of the circulation counter as you enter the library, behind the circulation counter.

Oversized: Books that are too large for the shelves in the general collection are placed on the short shelf to the right of the Reference Room. They are identified with a yellow “oversized” sticker, just below the call number.

Archives: Located in the Technical Services Office to the left of the circulation desk. Archive materials are like reference materials and are for in house use only, due to their age or special significance they are not housed in the general collection.

PBK (paperback books): Located inside the front doors, kept in the spinner racks, just to the right of the computer terminals. They are entertaining light reading.

DVDs: Located to right of the copier room next to the circulation desk. The door to this room remains locked and is not openly accessible to students. Please ask library staff for assistance or search the OPAC to find required media material. DVDs checkout for three days at a time or a weekend period. As a reminder: late fees for DVD checkout are \$2.00 a day.

ACADEMIC JOURNALS, MAGAZINES AND NEWSPAPERS

Periodicals and Newspapers cannot be checked out; they are for in-house use only. Copies can be made on the copier located in front of the Circulation Counter as you enter the library, near the exit doors.

The library subscribes to more than 150 periodicals, including academic journals, magazines and newspapers. Current issues are shelved in the reading room. Back issues may be requested by filling out a request form and giving the form to a library staff member who will retrieve the periodical(s)/newspaper(s) for in-library use. Some back issues of magazines are available on *microfilm/fiche*. This information is available in the binder for Magazines located by the OPACs on the Dictionary stand.

The library subscribes to the following newspaper publications: Wall Street Journal, Desert Dispatch, Daily Press, The San Bernardino Sun, and the Sunday edition of the New York Times. The latest copy is located on the periodicals rack near the reference area, at the back of the library.

OTHER SOURCES AVAILABLE IN THE LIBRARY

Suggestion box for books/periodicals: This box is located on the right side of the Circulation desk near the OPAC's. Please fill out a form and put the request in the suggestion box available at the Circulation desk.

Pathfinders: These are documents that contain descriptive lists of the best material on specific topics available through the Library, as well as suggestions for research projects and paper focuses. Currently, we have pathfinders available on subjects such as Gun Control, Paleontology, the influence of the English Civil War on the American colonies, and the discovery of America. We are constantly creating new pathfinders.

Donations:

The BCC Library accepts donations based on the following guidelines:

- All materials donated to the Library become the property of BCC.
- The Library may choose to keep or discard donated materials according to its collection development policies.
- The Library will not return materials it cannot use to the Donor.

- Upon request, the Library will furnish the Donor with a zero dollar amount letter describing the donation for income tax purposes.

CELL PHONE AND BEEPER USE IN LIBRARY

As a courtesy to our library patrons, our policy is not to have cell phones, beepers or other noise-producing electronic items used inside of the library. We ask that you turn off the volume before entering the library and to answer or make calls outside of the library. We will ask you to step outside if you are using your cell phone or other electronic item inside the building.

EBSCO eBooks in WorldCat Discovery

Barstow Community College Library now has access to over 2000 eBooks.

Let's use this as an example:

If you are looking for the following title on the OPAC: *100 Masters of Mystery*

The screenshot shows the Barstow Community College OPAC interface. At the top left is the college logo and name. A search bar contains the text "100 Masters of Mystery" and a magnifying glass icon. To the right of the search bar is a link for "Advanced Search". Below the search bar, it indicates "2,782 Results". On the left side, there are two filter sections: "Sort by" with a dropdown menu set to "Library and Relevance", and "Library" with checkboxes for "Libraries Worldwide" (checked) and "Barstow Community College Library" (unchecked). The main results area shows a single entry: "1. [100 masters of mystery and detective fiction](#)" by Fiona Kelleghan. It is an eBook from 2001, found in the WorldCat database, and is held by the Barstow Community College Library. A "View online" button is located below the entry.

If you do a key word search the record will come up with others and it will show that this particular title is an “E-book”. Click on the record to bring it up as you would a normal book on the OPAC. It will also show once brought up that it is an E-book inside the record as well. To view the E-book you click on the link “View Online” around the middle of the page. That will take you directly to the eBook you are attempting to view.

Library Computer Usage Policy

Barstow College Library computer resources are dedicated to the support of the college’s mission of education, research and public service. In furtherance of this mission, the Barstow College Library respects, upholds and endeavors to safeguard the principles of academic freedom, freedom of expression and freedom of inquiry.

There are generally two computer stations available for Public users. Barstow Community College Library is dedicated to the success of its student patrons. While there are no time limits with regard to using the computers within the library, preference is given to Barstow Community College Students engaged in research or academic work. If no other stations are available for students, public patrons may be asked to defer their time. With regard to *Computer Usage*, the following apply:

- Printing is available for all Barstow Community College students via account allotment. Printing is not available for Public patrons.
- Databases are available for use by students and public patrons *within* the library. Off campus access is restricted to currently enrolled students. Current username/passwords for all databases may be obtained from the Librarian.
- *Currently*, access to social media sites is allowed within the library. However, the academic pursuit of students holds priority and users may be asked to defer computer use in favor of

those seeking to perform academic research or coursework *unless* such site use is related to academic work.

- Both Student and Public users may be barred from using computers in the library for:
 - Downloading and /or viewing material that violates harassment policies outlined by Barstow Community College.
 - Using computers for non-academic purposes such as, but no limited to, running a business, illegal file sharing, system hacking, identity theft, etc...
- Public patrons should not save documents or files to the desktop. Saved files are periodically removed.
- Both Student and Public patrons may use MS Office Products. In lieu of available printing, it is suggested that that patrons possess a flash drive or cloud account.
- To maintain a quiet study atmosphere, computers are not equipped with sound devices. To listen to audio content, users must provide their own headphones.
- Student and public patrons may be asked to reduce the volume of their headsets or computers if noise levels interfere with the academic pursuits of students.
- Access to the campus's wireless network is restricted to Barstow College student, faculty, and staff. Wireless access is not available for Public users.

Online Catalog

To login to your library account, use your B-number issued to you during registration. If you are a returning student, your B-number will be updated in the campus database system.

To access the Online Catalog open up the internet, navigate to the Library Services page <http://www.barstow.edu/library.html> and select "Online Catalog".

How to Search the New Library System:

The start page looks like this. You put your keywords into the box that says Search Online Catalog:

http://www.barstow.edu/Library.html

BARSTOW COMMUNITY COLLEGE

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Library
Electronic Resources
Library Handbook
New Materials

Summer Semester Hours
Monday - Thursday
8:00 am - 5:00 pm
Closed Friday - Sunday

Spring & Fall Semester Hours
Monday - Thursday
8:00 am - 6:00 pm
Friday 8:00 am - 4:00 pm
Closed Saturday - Sunday

No library services 15 minutes prior to closing.

Staff
Librarian:
Kyri Freeman, MLIS ext. 7220


Library Technician II:
John Macomber, ext. 7342

Library Technician I:
Jodi Treuhaff, ext. 7346

Library Technician I:
Crystal Villafana-Tafoya, ext. 7241

Loan Periods
Books: 2 weeks
Reserve items: 2 hours, in-library use
Magazines: In-library use only
Videos and DVD's: 3 Day Loan
CDs: 2 weeks

Library



Library Reference Questions
You can email the librarian a question 24 hours a day, 7 days a week. We'll get back to you with an answer as soon as possible.

Electronic Resources
Password required for off campus access. Registered Barstow Community College students can email the librarian for access.

- BCC Tutorial- Database Access (wmv)
- Accessing the Online Database (htm) & (pdf)
- Search Online Databases: Controlled Vocabulary (wmv)
- Searching Online Databases (htm) & (pdf)

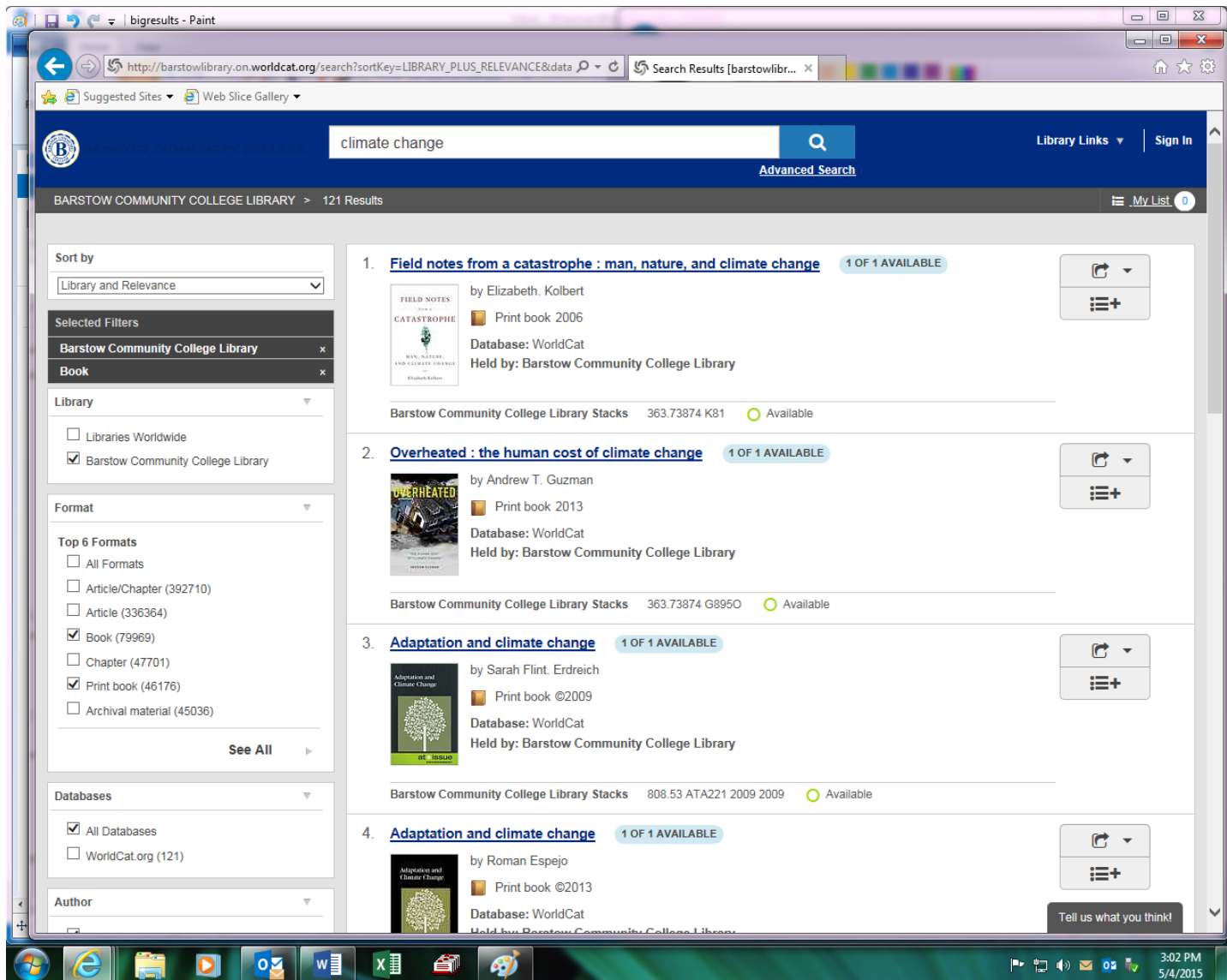
Library Cards
Borrowing privileges are available to currently enrolled students, alumni, faculty and staff. Students will receive a Barstow College Student I.D./ASB card during enrollment (contact Joann Garcia at 252-2411 ext. 7374 for further information). This card is good at the Library, Tutorial Center, Fitness Center, and computer lab. To ask for a library card, bring a picture id and proof of enrollment or graduate status to

Let's say we searched for the keywords climate change. Here is the total set of results. Note that any available item has a blue oval next to it that says **1 OF 1 AVAILABLE**
IMPORTANT: If a book or e-book does NOT have the blue oval, it is NOT AVAILABLE either in print or online, even if it has a button that says "view online".
 Here is what the results look like:

The screenshot shows a web browser window displaying the search results for "climate change" on the WorldCat website. The search results are filtered to show items available at Barstow Community College Library. The left sidebar contains filters for Library, Content, Format, and Databases. The main content area lists four search results, each with a book cover, author name, publication year, and availability status. The results are:

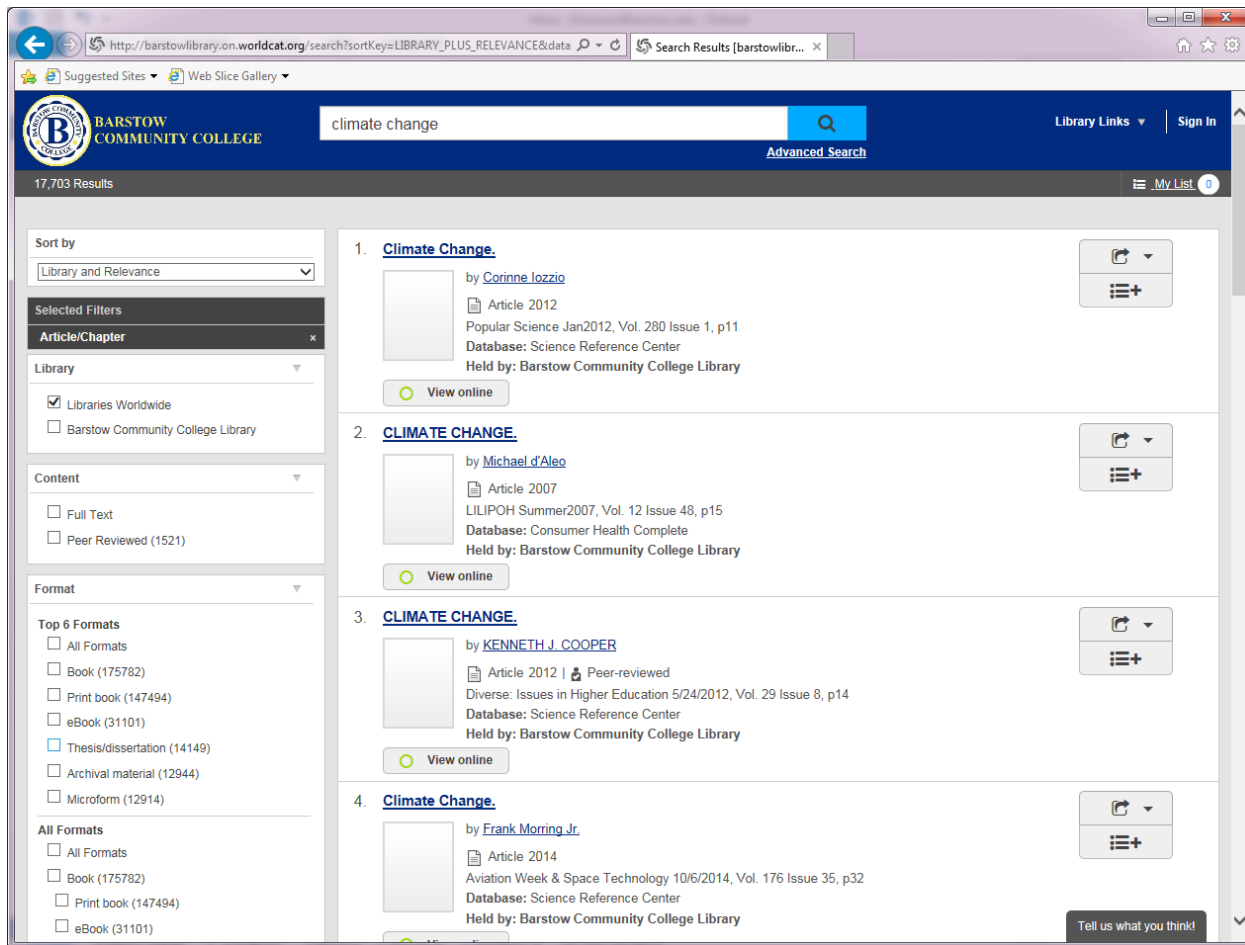
- Field notes from a catastrophe : man, nature, and climate change** by Elizabeth Kolbert. Print book 2006. Database: WorldCat. Held by: Barstow Community College Library. Barstow Community College Library Stacks 363.73874 K81. Available.
- Overheated : the human cost of climate change** by Andrew T. Guzman. Print book 2013. Database: WorldCat. Held by: Barstow Community College Library. Barstow Community College Library Stacks 363.73874 G895O. Available.
- Adaptation and climate change** by Sarah Flint Erdreich. Print book ©2009. Database: WorldCat. Held by: Barstow Community College Library. Barstow Community College Library Stacks 808.53 ATA221 2009 2009. Available.
- Adaptation and climate change** by Roman Espejo. Print book ©2013. Database: WorldCat. Held by: Barstow Community College Library.

But now you notice two things. These results are from all libraries, not just Barstow College Library. And these results include books, e-books, DVDs, and electronic database articles. To narrow down your results, use the boxes on the left of the screen. You can click “Barstow Community College Library” to only see items we have here at BCC (note that you CANNOT click this if you want to search for electronic resources). You can click any of the boxes under Format to select whether you want a book, article, e-book, etc. (click See All to make more formats show up). On the next page you can see the results narrowed down so that only print books from BCC show up. Notice that we initially got 540,485 results. But when we narrow down the search, we get a much more manageable 121 results. Here is what the results page looks like. Note the checks in the boxes on the left. That shows how you narrowed down the search. Now note that the location of each item is below the item, where it says “Barstow Community College Stacks”. The following number is the call number where the book can be found on the shelf.



What if you want to click through to an e-book or a database article? You can always use our electronic resources page here: http://www.barstow.edu/library_electronic_resources.html However, you can also search some of our electronic resources on this system.

When we look back at our search results, we see the format Article/Chapter. This is the format for electronic database articles. When we select that format, we see the following results page. **IMPORTANT: You must have “Libraries Worldwide” selected to search electronic material!**



Above is what the database article page looks like. Note that these articles do not have the blue “1 of 1 Available” button, because that’s only for physical items, but they are still available online. If you **click on View Online**, you will be taken directly to the database to view, email, or print the article. Note that over on the left you can **refine your results to show only full text articles (you always should do this) and Peer Reviewed articles** (you may need to do this, depending on your assignment).

IMPORTANT: Not all of our databases and e-books return results in the catalog. All items that are available have a View Online button. However, some items that are NOT available also do show this button. To get the most complete results, you can always search the databases directly, starting from the Electronic Resources page.

The best way to search databases from the catalog is to go to Advanced Search. Click on Our Databases, then select whichever databases you want to search (you can select all), then (IMPORTANT) click on Save Changes. The page, after the databases have been selected, looks like this:

The screenshot displays the Barstow Community College library's advanced search page. At the top, the URL is <http://barstowlibrary.on.worldcat.org/advancedsearch?databaseList=1082,1275,1619,1708,17>. The page header includes the Barstow Community College logo and navigation links for 'Library Links' and 'Sign In'. A 'My List' button shows 0 items.

The main section is titled 'Advanced Search'. It features two rows of search input fields. The first row has a 'Keyword' dropdown and an empty text box. The second row has an 'AND' dropdown, a 'Title' dropdown, and an empty text box. Below these is an 'Add row' button. To the right of the input fields are 'Clear' and 'Search' buttons.

The 'Limit your search' section includes:

- Only return peer-reviewed articles
- Format: All Formats (dropdown)
- Year: [] to [] (with 'e.g., 2010' and 'Optional' examples)
- Location: Libraries Worldwide (dropdown)

The right-hand sidebar shows database selection options:

- Databases**: 6 Selected. Includes 'Save Changes' and 'Reset' buttons.
- Searching Databases**: 6 Selected. Lists:
 - Academic Search Complete
 - Consumer Health Complete
 - Primary Search
 - Professional Development Collection
 - Regional Business News
 - Science Reference Center
- Our Databases**: 6 Databases. Includes 'Select All in Group' button.
- Default**: 1 Database. Includes 'Select All in Group' button.
- Other Databases**: 11 Databases. Includes 'Select All in Group' button.
- All Databases**: 18 Databases. Includes 'Select All in Group' button and a 'Tell us what you think!' button.

Now you can do a search. You can limit to peer-reviewed articles. Below is an example of search results. You click View Online to see the articles:

http://barstowlibrary.on.worldcat.org/search?queryString=kw%3Aclimate+change+AND+e... Search Results [barstowlibr... x

Suggested Sites Web Slice Gallery

BARSTOW COMMUNITY COLLEGE kw:climate change AND eu:Peerreviewed **Advanced Search** Library Links Sign In

16,126 Results My List 0

Sort by
Library and Relevance

Library
 Libraries Worldwide
 Barstow Community College Library

Content
 Full Text
 Peer Reviewed (16126)

Format
 All Formats
 Article/Chapter (16126)
 Article (16126)

Databases
 All Databases
 Academic Search Complete (15636)
 Science Reference Center (1065)
 Consumer Health Complete (456)
 Primary Search (2)
 Regional Business News (0)
See All

Author
 All Authors
 Brown Sally (44)
 Bridgman Howard (30)

- Climate change.**
Article 2011 | Peer-reviewed
Nature 11/17/2011, Vol. 479 Issue 7373, p267
Database: Science Reference Center
Held by: Barstow Community College Library
[View online](#)
- Climate Change.**
by Charles F. Kennel
Article 2009 | Peer-reviewed
Issues in Science & Technology Winter2009, Vol. 25 Issue 2, p46
Database: Science Reference Center
Held by: Barstow Community College Library
[View online](#)
- Climate change.**
by Fiona Godlee
Article 2014 | Peer-reviewed
BMJ: British Medical Journal 10/4/2014, Vol. 349 Issue 7977, p10
Database: Academic Search Complete
Held by: Barstow Community College Library
- Climate change.**
by Hans Von Storch
Article 2004 | Peer-reviewed
Issues in Science & Technology Fall2004, Vol. 21 Issue 1, p13
Database: Science Reference Center
Held by: Barstow Community College Library
[View online](#)
- Climate change.**
by Linda la Velle

Tell us what you think!

If you have a question about how to use our catalog, find physical materials, or search for electronic materials, please come to the library front desk or email the librarian at kfreeman@barstow.edu.

Electronic Resources available at Barstow College Library

NOTE: OFF-CAMPUS REMOTE ACCESS TO THE SUBSCRIPTION DATABASES ARE RESTRICTED TO CURRENT BARSTOW COLLEGE STUDENTS, FACULTY AND STAFF. PLEASE COME TO THE LIBRARY AND ASK THE LIBRARY STAFF FOR THE CURRENT SEMESTER'S PASSWORDS.

Periodical Databases



EBSCOhost is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full text databases and popular databases from leading information providers. The comprehensive databases range from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate and school libraries.



Proquest Ebrary College Complete is the ideal academic electronic book collection for student research needs. With this product you have access to large collection of material spanning a healthy cross section of topics with content compatible on almost any device.

NOTE: For remote access login using your institution B number (Student ID).



EBSCOhost eBooks provides access to approximately 2,300 eBook titles purchased through the California Community College Library Consortium.



Consumer Health Complete is a comprehensive resource for consumer-oriented health content. It is designed to support patients' information needs and foster an overall understanding of health-related topics. Consumer Health Complete provides content covering all areas of health and wellness from mainstream medicine to the many perspectives of complementary, holistic and integrated medicine.



Newspaper Source Plus includes more than 860 full-text newspapers, providing more than 35 million full-text articles. In addition, the database features more than 857,000 television and radio news transcripts.



Science Reference Center

Is a comprehensive research database that provides easy access to a multitude of full text science-oriented content. This database contains full text for nearly 640 science encyclopedias, reference books, periodicals, etc. Topics covered include: biology, chemistry, earth & space science, environmental science, health & medicine, history of science, life science, physics, science & society, science as inquiry, scientists, technology and wildlife.



AHFS Consumer Medication Information A trusted source and recognized standard for patient drug information, available in both English and Spanish. Published by the American Society of Health-System Pharmacists, AHFS includes more than a thousand drug information monographs written in lay language for consumers and has been a Top Ten Award Winner in the Department of Health and Human Services National Consumer Education Materials Contest. This content is updated monthly.



Military & Government Collection Designed to offer current news pertaining to all branches of the military and government, this database offers a thorough collection of periodicals, academic journals, and other content pertinent to the increasing needs of those sites. The *Military & Government Collection* provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for more than 400 titles.



GreenFILE Well researched information covering all aspects of human impact to the environment. Its collection of scholarly government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.



Auto Repair Reference Center (ARRC) contains repair and maintenance information on most major manufacturers of domestic and imported vehicles. New repair procedures, TSBs and updates are added to the product on a regular basis.

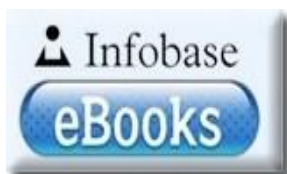
Online Databases



CountryWatch is a world leader in providing country specific geopolitical intelligence on each of the 192 countries of the world.



In the First Person: Index to Letters, Diaries, Oral Histories, and Other Personal Narratives, is a landmark index to English language personal narratives, including letters, diaries, memoirs, autobiographies, and oral histories. Working with archives, repositories, publishers, and individuals we've indexed first person narratives from hundreds of published volumes— those that are publicly available on the Web and those that are held by repositories and archives around the world. Our intent is to make it possible to find and explore the voices of more than 300,000 individuals.

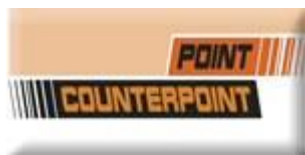


Career Opportunities series contains in-depth profiles of approximately 60 to 100 jobs, providing thorough information on salary ranges, employment trends, necessary experience, advancement prospects, and helpful unions and associations. Each profile presents an overview of the main duties and features of the job, a Career Ladder that illustrates frequent routes to and from the position, and comprehensive descriptions of certification, education, special skills, and training required.

Ferguson's Careers in Focus books are a great value for libraries and career centers. Written in an easy-to-understand yet informative style, this comprehensive series surveys a wide array of commonly held jobs and is arranged into volumes organized by specific industries and interests. Each of these informative books is loaded with up-to-date career information presented in 16 to 25 job articles.



The titles in the **Contemporary World Issues** series cover the hot-button topics that students, readers, and citizens want to read about, write about, and know more about. Exploring such diverse subjects as tobacco and terrorism, rainforests and religion, affirmative action and urban sprawl, this series provides historical background, contemporary context, and resources for further research. Exhaustive, concise, accessible, accurate, and up-to-date. For off campus access, please contact the library staff for a user name and password.



Point CounterPoint: Each book in this series offers all the statutes, legal opinions, and studies students need to structure a cohesive argument on a given controversial topic. Issues are presented from multiple points of view; sidebars cite laws and opinions to aid in critical analysis; appendixes help students conduct legal research; and all sources are fully documented.



LearningExpress Library provides a completely interactive online learning platform of practice tests and tutorial course series designed to help patrons, students, and adult learners succeed on the academic or licensing tests they must pass. You'll get immediate scoring, complete answer explanations, and an individualized analysis of your results.

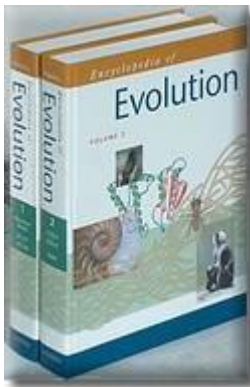


Google Book Search

You can now create personalized libraries on Google Book Search where you can label, review, rate, and of course, full-text search, a customized selection of books and magazines.



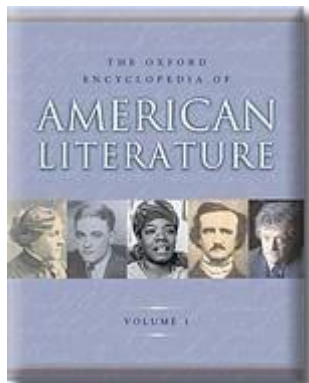
Oxford Digital Reference Shelf series



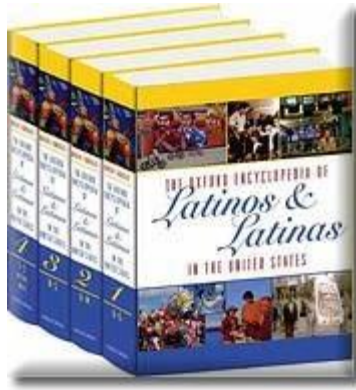
A comprehensive guide to the essentials of evolutionary biology, these entries by leading experts survey essential concepts and theories, present methods, models and findings, and discuss both the history of the field and current controversies. Readers will find brief treatments on discrete concepts and individuals to illuminating lengthy essays by towering figures in the field. Topics include: Darwin, natural selection, human origins, behavioral ecology, diversity, mathematical models, and cell and developmental biology. Special essays include Stephen Jay Gould's "Macroevolution" and Jane Goodall and Elizabeth Vinson-Lonsdorf on "Culture in Chimpanzees."



Encompassing tsunamis, elephant conservation, ocean pollution, mining regulation, and permafrost melt, the 300 authoritative articles in this unique and wide-ranging encyclopedia investigate all types of phenomena that change life on Earth. The entries cover a range of general research categories: altered ecosystems, climate change, food and water supply, population, politics and global change, institutions and policies, biographies, and case studies.



This award-winning *Encyclopedia* surveys the vibrant terrain of American literature in 350 essays from leading scholars, encompassing the range and depth of American literary history from the 1600s to the present day. The *Encyclopedia* includes essays on poets, playwrights, essayists, and novelists, as well as major works and essays on literary movements, periods, and themes. No mere catalog of dates, events, and synopses, the *Encyclopedia's* articles offer historical perspective and social context along with a range of possibilities with regard to critical approach.



This landmark scholarly work offers comprehensive, reliable, and accessible information about the fastest growing minority population in the United States. With an unprecedented scope and cutting-edge scholarship, the *Encyclopedia* draws together the diverse historical and contemporary experiences in the United States of Latinos and Latinas from Mexico, Puerto Rico, Cuba, the Dominican Republic, Central America, South America, Europe, Asia, and the Middle East. Over 900 A-to-Z articles written by academics, scholars, writers, artists, and journalists, address such broad topics as identity, art, politics, religion, education, health, and history. The *Encyclopedia* fills a void in the historical scholarship of an underserved population.