

Savannah Technical College Library

User Handbook

June 2009

Savannah Technical College Mission Statement

Savannah Technical College is committed to meeting the dynamic economic and workforce development needs of individuals, employers, and communities by creating opportunities through market-driven technical education.

Savannah Technical College Library Mission Statement

The mission of the Savannah Technical College Libraries is to enhance the college's educational purpose and promote use of the Library by providing an organized, up-to-date collection of resources, access to informational services, and individual assistance.

What if you wanted to know. . . . ?

The purpose of this manual is to help you feel at ease in the Savannah Technical College Library. This manual will tell you how to make good use of the library, where to look for answers, and who to ask if you need assistance. In order to do your best with research papers, speeches, projects, class assignments, and even homework, you will need to know how to use the library.

The library program was started in 1984 at the Savannah Campus. The original library was on the second floor of Gwen Goodman Hall in the space now occupied by the Savannah Room, the offices of the deans of allied health and general studies, and the GED program. In 1990 the library was enlarged into the area downstairs which is now used as an auditorium. Then, the current free-standing building was built and occupied during fall quarter 1992. The library is used by many students. In March, 2005, the one millionth student exited the building. In June, 2009, over 500,000 students have exited in just four years since the million mark.

At Liberty, Savannah Tech first had an agreement with the public library to house our books on shelves in the reference area. Then, in 1998 an area in the lobby of the old campus was partitioned for a library. After the new campus opened in 2004, the library now occupies a large, comfortable area with room for reading/study, open stacks, and computer lab for study and reference.

The Effingham library occupies a room off the main lobby. Today, there are computers for student use to access the online resources and a small collection books that support the current classes being taught.

The libraries house a growing collection of books and resources to support the programs of study at the college and the general reading interests of the students and faculty. In addition to these resources, the library also has access to over 15,000 periodicals through GALILEO (Georgia Library Learning Online) and 63,000 eBooks from NetLibrary.

Library Hours

Savannah and Liberty Libraries

Monday – Thursday	7:30am – 9:00pm
Friday	8:00am – Noon
Saturday	9:00am – Noon

Between quarters the library is usually open 8:00am – 4:00pm

Effingham Library

Monday - Thursday	8:00am – 8:00pm
Friday	8:00am - Noon
Closed holidays, between quarters, and Saturday	

Any changes to these hours because of holidays or school events are posted in the entry of the library and at the circulation desk.

General Information

Library Card – The library card is the student ID card. The barcode across the bottom is your 9000+ student ID number which is also your library card number. IDs/library cards are printed during registration. If you did not get one, or if you need a duplicate, then you need to come to the library for one to be made. There is a \$5 charge for lost or duplicate cards.

Circulation – Books from the general collection are checked out for a two week period. Books may be renewed unless requested by another patron. Reference books are not circulated. Circulating AV material is checked out for one week. Non-circulating AV material may be view in special areas of the library. Periodicals, magazines, and newspapers are not circulated.

Overdue Materials – Overdue books are charged at \$.05 a day. Overdue reserved materials and AVs are charged at \$1.00 a day. After a fine has reached \$1.00, a hold is placed on student records until the fine is paid.

Reserved Materials – Some instructors will place items on reserve. These items include books, periodicals, videos, and non-library materials. Each instructor sets the requirements for reserved materials. For overnight checkouts, the fine is \$1.00 per day for materials not returned by 9:00am.

Cooperative Loan Agreements – By cooperative agreements, Savannah Tech students may use the Armstrong Atlantic State University library. After showing a valid Savannah Tech ID, students may purchase an Armstrong library card and borrow books. The student is responsible for returning those books. By cooperative agreement, Savannah Tech will place holds on all student records until all books are returned and fines paid to the satisfaction of the Armstrong library.

Interlibrary Loan – The library participates in interlibrary loans with libraries across the country and in a few cases around the world. For a books or periodical not located in our library, please ask for a form at the circulation desk. Be prepared for at least a two week wait for materials to arrive. Students will be responsible for all costs associated with lost or late books.

Library Resources

Books - Savannah Tech libraries own approximately 33,000 books. All students have access to all books. A student who needs a book housed at a different campus should have the librarian request that book be sent. Under normal circumstances, the book should be delivered the next open week day (meaning requested on Friday, delivered on Monday).

Periodicals - The library subscribes to over 100 periodicals that support the different programs of study at the college. Many other periodicals can be found on GALILEO.

GALILEO – Over 130 databases of full text periodicals, books, and specific interests such as the Digital Collection of Georgia. The full text periodicals give Savannah Students access to over 15,000 full text periodicals.

Online Books – Savannah Technical College owns over 62,000 online eBooks. The books can be accessed from either the college online catalog or from www.netlibrary.com. Ask the librarian for the password. First time use of these books can be difficult. Ask a librarian for assistance. Once you are comfortable with online books, they open a world of information. A major benefit of the online books is the full-text search.

Videos – The library has approximately 2400 videos. The library does not check these out except for instructional use by instructors. The collection, however, is open to all students for inspection. TVs in study rooms are available is any student desires to view a video.

Computers – The libraries have computers for student use either for reference work or preparation of assignments.

Accelerated Reader – All three libraries have access to Accelerated Reader books and tests. Reading classes used these as part of the curriculum. If you just want to improve your reading, ask a librarian for a complete list of books and tests.

How Books Are Arranged

The Savannah Tech library used the Library of Congress classification system for arranging books on the shelves. The LC system divides knowledge into 21 major categories, each is designated by a letter of the alphabet.

The Library of Congress Classification System

A General works	L Education
B Philosophy, psychology, religion	M Music
C Auxiliary sciences of history	N Fine arts
D History and topography (except America)	P Language and Literature
E American history	Q Science
F United States local history	R Medicine
G Geography, anthropology, recreation	S Agriculture
H Social science (including business)	T Technology
J Political Science	U Military Science
K Law	V Naval Science
	Z Bibliography and library science

How to Find a Book

The first line of the call number on the spine of the book usually has two letters and a number, for example HN59 .N343 1990.

To find the book, alphabetically find the Hs in the shelves. Look at the guides on the ends of the shelves to help. After you have found the Hs, alphabetically find the HNs. After you have found the HNs, look for the number. The numbers signify a subject; so a topic like "calculus" will have a number, and many books with that number.

After you have found the number (HN59), look at the second line and find the specific book using the same method. Go the first HN59 and alphabetically find the letter (N) and then the number 343.

The first time you try to find a book it will be like the first time you tried to ride a bike. It will be difficult, and you might need to call a librarian. The second time it will be much easier. By the third time, you will never forget.

How to use the Online Catalog

1. Go to www.savannahtech.edu
2. Click "Library"
3. Click "Online Catalog"
4. When results appear, scroll down to find desired book.
5. Check location of the book. If the book is not located at that library, ask the librarian to have the book sent by next-day courier.

Online Tutorials

Online tutorials are on the library web page. These tutorials will help students learn to use the library, GALILEO, and Blackboard for online courses.

Online tutorials are located at:

<http://www.savannahtech.edu/cwo/library/research>

GALILEO *(Georgia Library Learning Online)*

GALILEO is a group of over 130 databases that provides full text periodicals and magazines, books, encyclopedias, almanacs, and a variety of Georgia created databases of pictures and historical documents.

To use GALILEO

1. www.galileo.usg.edu
2. If off campus, type in password. Password changes quarterly. Library always has password.
3. Click Databases A-Z and select database.
4. Once in database, Click Full Text.
5. Type in search word
6. When results appear, HTML is a typed in version of article, and PDF is a scan of the article.
7. If you want to keep the article, click
Print
Save as File
Email
8. Emailed articles allow you to save the article while working in the library. Librarians highly recommend this method.

GALILEO Databases

A complete list of GALILEO Databases is found at the top of the page under "GALILEO Databases A-Z".

For Savannah Technical Colleges recommended databases are as follows:

General Education

- Academic Search Complete
- Research Library

English 191

- Academic Search
- Research Library
- TopicSEARCH

English 193

- Literary Reference Center
- Academic Search Complete

Speech

- Academic Search
- Research Library
- TopicSEARCH

Nursing and Allied Health

- ProQuest Nursing Journals
- MEDLINE

Computers, CISCO, Electrical Engineering

- Computer Source

Marketing, Management, Accounting, Business Office Technology

- ABI Inform
- Academic Search
- Research Library
- Computer Source

For other topics, please consult with librarian.

GALILEO Full Text Databases

ABI/INFORM

Academic Search Complete

Advanced Placement Source

Agricola

All About Birds

Alt HealthWatch

American Museum of Natural History Resources for Learning

Arts of the United States

Atlanta Journal Constitution

Automobile Repair Reference Center

Biology: the eSkeletons Project

Business Source Complete

CAMIO

Career & Technical Education

Chemistry: ChemEd Digital Library

Christian Science Monitor

Civil Rights Digital Library

ClasePeriodica

Computer Science Index

Computer Source

Digital Library of Georgia

Economia y Negocios

Encyclopedia of Animals

Environment complete

ERIC

Fuente Academica

Funk & Wagnalls Ned World Encyclopedia

Garden, Landscape & Horticulture Index

Georgia Code

Georgia Government Publications

Georgia Historic Books

Georgia Historic Newspapers

Georgia Legislative Documents

Georgia Libraries Journal List

Georgia Official and Statistical Register: "Georgia's Blue Book"

GreenFILE

H1N1 Pandemic Flue Information

Health Source: Nursing

History Reference Center

Hoover's Company Capsules & Profiles

Hospitality & Tourism Complete

!Informe!

Insurance Periodicals Index

International Bibliography of Theater & Dance with Full Text

Kids Search
Legal Collection
LexisNexis Academic
Literary Reference Center
Literature Online Reference Edition
Los Angeles Times
MAS Ultra
The Math Forum: Student Center
Math: Wolfram Functions Site
MedicLatina
Medline
The Merck Manual
Middle Search Plus
National Science Digital Library
Native American Documents
New Georgia Encyclopedia
New York Times
Newspaper Source
Oxford Art Online
Periodic Table Live!
Primary Search
Professional Development Collection
ProQuest Newspapers
ProQuest Nursing and Allied Health Source
Psychology &
behavioral Science Collection
Regional Business News
Religion and Philosophy Collection
Research Library
Reuters
Scholastic News Online
Science and Technology
Science and Technology Collection
Searchasaurus Middle Search Plus
Searchasaurus Primary/Elementary School Search
Social Science Information Gateway
Sociological Collection
Statistics: CAUSEWeb
Student Research Center
TOPICsearch
Virtual Chemistry Lab
Vocational & Career Collection
Wall Street Journal
Washington Post
WGBH Teachers' Domain
World Almanacs
World History Collection
WorldCat

Interlibrary Loan

Though Interlibrary Loan, the library is able to secure almost all books or periodical articles from other libraries.

Interlibrary Loan is not an overnight service. Please allow at least two weeks for materials to arrive. Occasionally, some requests are never filled. Consequently, the library recommends you research the holdings of the Savannah Tech libraries before you choose your research topics and choose a topic that most sources are available locally.

If you do need material from Interlibrary Loan, please fill out the form at the circulation desk. You must include as much bibliographic record as possible to help the library fill your request.

The library will comply with all checkout periods from the loaning library. Students will be responsible for all late fees and/or costs for lost books.

Copiers

As you enter the library, the glass room on the left is the copier room. There is a \$.10 charge per page. All copying must adhere to copyright laws.

Copyright Adherence

Under the 1976 Copyright Act, libraries may provide limited copying services for their patrons. The following guidelines must be followed for the library to comply:

1. The copied material must display the following information:
"Notice: This material may be protected by the copyright law."
2. The material must become the property of the patron, and the library must have no notice that the material will be used for anything but "private study, scholarship, or research."
3. Materials may not be copied in large quantities nor should it substitute for subscription to or purchase of materials.
4. The library will copy with copyright law concerning all Interlibrary Loans.

Book and Document Delivery and Courier Service Between Campuses

The Savannah campus library houses most of the books and periodicals. The library makes all resources available for students at all three campuses and distance learning students.

Courier Service

The college provides a courier service between the three campuses.

If there is a book or periodical at another campus that you want, fill out a request at the circulation desk. The librarian will call the other library and have the book delivered.

The courier usually leaves Savannah at 10am, drives to Liberty campus, and then to Crossroads campus. A book requested by 5pm should be delivered to the library by noon the next day.

Electronic Document Delivery

If a student has a specific request of information from a book or an article from a periodical, as long as the library is within copyright compliance, the section of the book or article will be faxed or electronically transmitted to the requesting library.

The library will not intentionally violate any copyright law.

Bibliographic Instruction

The Savannah Tech library provides several methods for teaching students how to use the library.

1. Many classes, usually general education and first courses in a program of study, come to the library for formal library instruction.
2. Library staff is available to teach on an individual basis. Ask the reference assistant at the information desk for help.
3. The library staff is also available by telephone and email. The main library number is 443-5870. The number at the information desk is 443-4870.
4. The library email address is library@savannahtech.edu

Audio-Visual Equipment

The library has a great variety of AV equipment for student use. In addition to computers, study areas have TVs with VCR and DVD players.

If a student is presenting a project in a classroom, the student may checkout a TV/VCR/DVD combo unit or an LCD projector with computer.

Certain classes have students do projects which require either still or video photography. Cameras may be checked out for very specific time periods.

Overhead projectors are also available.

All equipment requests should go through the librarians. A reservation form is available and the instructor is also asked to sign the form.

Faculty Information

New Faculty Orientation

All new Savannah Tech faculty, whether full time or adjunct, should schedule a library tour and orientation. During your first-day tour with Human Resources, the librarian will try to schedule an orientation within the next two weeks.

Orientations will familiarize you with the library, introduce you to resources in you program of study, give library project suggestions, and help schedule a bibliographic instruction class for your students.

In addition, new faculty are taught to use the online catalog, GALILEO, and the ebooks in netLibrary.

Collection Development

The librarians really like for faculty to get involved in collection development. A strong collection in your area really enhances the quality of your program.

The librarians try to stay in regular contact with all department heads so they will always know the needs of the different programs. In the spring and summer, specific suggestions are made for purchases for the next fiscal year.

If you have any suggestions for collection development, please contact **Christina Teasley**, librarian at Liberty campus.

Special Training

When the library purchases new technology or AV equipment, special training sessions are usually scheduled. Notices are placed in faculty boxes or emailed.

If you have a need for additional training in technology such as LCD projector, netLibrary, GALILEO, etc., please contact **Jim Burch** at the Savannah campus.

Bibliographic Instruction

The library is the beginning of life-long learning.

The strength of a school is in its library and in the student use of the library. A well-trained student in library research will become a successful graduate.

The library recommends that all students have an orientation to the library and library research.

Usually, students in general studies classes come to the library for an orientation. In addition, many introductory classes in the programs of study also schedule a library orientation.

Although students think they can come to the library for an hour's session and leave a proficient user. That is not really the case. We believe that many of our successful graduates have been in numerous library classes. Don't deprive your students of the opportunity of learning everything they can about their area of interest.

Bibliographic Instruction sessions can be tailored to meet the needs of any class. Generally, topics include:

- Online catalog
- How resources are arranged
- GALILEO and all the online resources
- How to research
- Subject specific resources

To schedule an orientation, drop by the library and talk to the librarian.