LIBRARY SERVICES

LIBRARY HANDBOOK

June 2016
# LIBRARY HANDBOOK

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E-Mail: library@centralgatech.edu

Introduction to Central Georgia Technical College Library Resources and Services

There are a wide array of library resources and services available to all CGTC students regardless of your location, specialization or academic pursuit. Whether you are enrolled in one of our campuses, county centers, online courses, adult learning programs, high-school dual enrollment programs, business & industry training partnerships or other off-campus training programs you are entitled to the full-level of library resources and services CGTC can provide.

The CGTC Library Services web site www.centralgatech.edu/library is an excellent starting point in conjunction with using this handbook. Instructions for accessing the CGTC Library Services web site and use of its premier online databases and eBooks, online catalog, and user services are provided within. Please refer to the “Table of Contents” to quickly identify and locate areas of interest within the handbook.

GALILEO, the comprehensive virtual library system of Georgia, is linked from the CGTC Library Services web site or accessible directly at www.galileo.usg.edu. GALILEO stands for Georgia Library Learning Online and provides access to thousands of full-text magazines, eBooks, streaming videos, reference databases, and educational/professional links at every networked computer on your campus or center. Password access to GALILEO from off-campus is available upon request. This handbook will provide you with additional information on GALILEO, instructions for searching its databases, and obtaining a password.

The CGTC Library Catalog: http://libcatalog.centralgatech.edu provides access to thousands of full-text eBooks (electronic books online) and print book materials housed in our Warner Robins, Macon and Milledgeville campus libraries. eBooks are available directly online and print materials are available for check-out by all students regardless of location. Please refer to the sections “Access to Library Materials” and “Check-Out / Circulation Policies and Procedures” for information specific to your enrollment status and location.

As a student of Central Georgia Technical College you have full privileges of use within our Warner Robins, Macon and Milledgeville campus libraries when convenient for you to visit them. Location, driving directions, hours of operation, contact information are available online at our CGTC Library Services web site. Contact information is provided within this handbook too. We welcome your inquiries and want to assist you with your informational and research needs. Please do not hesitate to contact the Library with any questions you have.

Best wishes with your classes – Please let us know how the Library can assist you further!
The CGTC Library Services web site provides access to resources, services, user guides, handouts, tutorials, and additional library information from the left column navigation headings entitled: “About the Library”, “Library Resources”, “Library Services”, “Library Handbook and Guides” and “Library Tutorials”. Selecting the “Site Map” navigation link provides an outline of all library subheading links and is a good starting point for locating any type of library information.

**Accessing the Library Services web site from the CGTC Home Page:**

- Beginning at the “CGTC Home Page” (www.centralgatech.edu)
- Click on the “Current Students” tab
- Then select the “Library” link
Accessing the Online Library Catalog

There are several ways to access the CGTC Library Catalog. If your location experiences a problem accessing the Library Catalog from the link at the CGTC Library Services web site or web address above, an alternate IP address access method is provided below.

Library Catalog from the CGTC Library Services Web Site:

- Beginning at the “CGTC Library Services Site”  (www.centralgatech.edu/library)

- Select the “Library Catalog – Find a Library Book” link:

Library Catalog by IP Number in the Web Browser Address Line:

- If unable to access the “Library Catalog” off-campus via the named link, please type this IP number in your web browser’s address line: http://72.162.132.12 and press enter.
About the Library Catalog:

The Library Catalog provides access to thousands of full-text eBooks online and print book materials housed in our Warner Robins, Macon and Milledgeville campus libraries. The Library Catalog allows you to search by title, author, or subject. Your online search will produce a list of book titles, authors, or subject entries containing the word(s) you searched. For more detailed bibliographic information about an item click on the blue underlined “Title” entry. Catalog records for print materials include a call number, location and availability and eBook records provide a web link to the online full-text.

Print book materials are cataloged and arranged according to the Library of Congress Classification System except for Children’s Books which utilize the Author’s Last Name in the Call Number. The Library Catalog has a separate “Browse” feature that allows Call Number searching and other bibliographic access methods. Select the “Browse” button for this method.

How to Search the Library Catalog (Basic Title, Author or Subject Search):

1. To perform a simple search in the catalog, type any word or phrase in the blank box and press “Enter” or click the “Search” button. (This performs a general keyword search to locate any books with your search term in the title, as a subject or as an author).

2. To perform a more specific search, click on the blue “SEARCH” button, select your search criteria from the drop-down menus then type in your word or phrase.

   Ex.) Find: “Titles or Subjects” that “contain” Practical Nursing
   Ex.) Find: “Authors” that “begin with” Hemingway

3. A list of search results will appear that contain your search word or phrase and in general includes the Call Number, Location, and Availability of an item or the Electronic Resource designation for an item on the first search screen results list.

4. If the Title, Author or Subject results list does not display the Call Number, Location, Availability, or Electronic Resource designation (found in brackets after the title and also indicated by the appearance of a small computer icon next to the open book icon) – then click on the blue underlined Title in your list and detailed information will display.

5. Detailed catalog records for eBooks will display all bibliographic information in one large frame and include a web link to the online full-text.

   Detailed catalog records for print books will display the book Title, Author, and Subject information along with Publisher’s Imprint and Notes. Also displayed are the “Location Information” with the Macon, Warner Robins or Milledgeville designation, followed by the item’s location within the Library (ex: General Stacks, Reference, etc.), then the Call No., and finally the item’s Availability, listed as either: “Available” or “Checked Out” or “Overdue”.

4
Access to Library Materials  (Collections Overview)

**eBooks**

eBooks (electronic books) are full-text books accessible online. Students at any CGTC campus or center may access and view an eBook from any networked computer workstation. CGTC students off-campus or at a remote location may access eBooks online by first logging into GALILEO with the current password, and then selecting the eBooks on EBSCOhost database to access CGTC’s eBook collections. Additional information about eBooks on EBSCOhost and GALILEO are provided within this handbook.

**Print Books**

CGTC’s print book collections are housed at the Warner Robins, Macon and Milledgeville campus libraries. All currently enrolled CGTC students, regardless of location, have access to these collections. Students who are enrolled in traditional courses at the Macon, Warner Robins or Milledgeville campuses, online courses, or off-campus programs and reside within a 25 mile radius of these campuses are required to visit the libraries in person. CGTC students currently enrolled at one of the college’s county centers may request to have books checked-out and delivered to their center. Online students who reside beyond a 25 mile radius of our campuses and centers may request to have books checked-out and delivered to their residence.

**Periodicals**  (Magazines, Journals, Newspapers, etc.)

GALILEO, the statewide virtual library of Georgia, provides access to thousands of full-text periodicals online to all currently enrolled students at Central Georgia Technical College. These online full-text periodical databases may be accessed from any networked computer on campus or at our centers and is also available at any remote location via password access. Detailed information on how to search the two premier full-text periodical databases in GALILEO are provided at the “GALILEO Search Guides” portions of this handbook.

The Warner Robins, Macon and Milledgeville campus libraries subscribe to over 300 current print periodicals in support of the college’s academic programs. Campus holdings are listed on the CGTC Library Services web site under the heading “Periodical Collections.” Periodicals do not circulate outside the Library, however if you are looking for a magazine article we strongly recommend the use of GALILEO to access full-text magazine articles. Articles from campus print subscriptions may be requested through Interlibrary Loan.

**Videotapes and DVDs**

Instructional videotapes and DVDs are available for student viewing within the Warner Robins, Macon and Milledgeville campus libraries at individual TV/VCR and TV/DVD viewing stations. Videotape/DVD lists are available on the CGTC Library Services web site. Videos/DVDs do not circulate outside of the Library. Faculty are permitted to borrow videos/DVDs for a 1 week period for classroom use.
Check-Out / Circulation Policies and Procedures

- Print books in the general collection circulate for a 2 week period. Books may be renewed for an additional 2 week period in person, by e-mail or by phone if no other requests are pending for the material.

- There is a check-out limit of 4 books per patron.

- Books desired for check out but not owned by CGTC may be available through the public library or interlibrary loan. Contact library with full item description to search.

- Please return library materials to the campus library that items were borrowed from. Other return methods may apply to county center or remote location loans.

- Overdue Fines and Charges: 10 cents per day per item for all library materials returned late. There is a book replacement charge for any lost or damaged items.

- All library materials are due back to the library by end of the semester. No exceptions.

- PLEASE NOTE: Failure to return library materials or paying fines results in a HOLD placed on a student’s academic record preventing registration, disbursement of financial aid, mailing of grades, requests for transcripts, and eligibility for graduation.

Campus Students  (includes off-campus and online students residing in campus service area)

Students who are enrolled in traditional courses at either the Warner Robins, Macon and Milledgeville campus, or enrolled in a CGTC online course or an off-campus program and reside within a 25 mile radius of the Warner Robins, Macon and Milledgeville campuses are required to visit the libraries in person.

To obtain a library card visit the campus library nearest you, present your CGTC Student ID and complete the library application process. Library staff will enter your contact information into the circulation system and your student ID will then serve as your CGTC Library Card.

Adult Education students, online students, or other off-campus students (high-school dual enrollment, business and industry training partnerships, etc.) not issued an official CGTC identification card and reside within a 25 mile radius of our Warner Robins, Macon and Milledgeville campus libraries will need to visit the library nearest them and complete the library application process. Students should present a picture ID and verification of enrollment. Library staff will then issue a CGTC Library Card.

Student library cards expire at the end of each semester and may be renewed/reactivated for each new semester the student is enrolled. Periodic verification of current enrollment status and home address contact information may be necessary.
**County Center Students**  (Crawford, Monroe, Pulaski and Putnam counties)

County center students have full access to all online library research databases, eBooks, and other online CGTC library services at any networked computer workstation within their center. To access print books housed in the Warner Robins, Macon and Milledgeville campus libraries county center students have the option of visiting the campus library nearest them or requesting books for check-out and delivery to their center.

**Requesting a Book for Check-Out and Delivery to Your Center:**

Please e-mail us at library@centralgatech.edu and provide the following information:

<table>
<thead>
<tr>
<th>Requestor Information:</th>
<th>Book Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Your Name</td>
<td>1. Book Title</td>
</tr>
<tr>
<td>2. CGTC ID Number</td>
<td>2. Author</td>
</tr>
<tr>
<td>3. Instructional Program Area</td>
<td>3. Location (City and Shelf Location)</td>
</tr>
<tr>
<td>4. Location of Your Training Center</td>
<td>4. Call Number</td>
</tr>
</tbody>
</table>

Items that circulate are listed as shelved in the “Book Collection” or “Children’s Collection.” “Reference” titles do not circulate.

You will be contacted by e-mail about your request. Please allow twenty-four hours response time. If you need to contact us sooner, please feel free to telephone the Library location your item is designated at and provide us with all information identified above.

You will be notified when the book(s) are sent to your center and where to pick-up them up. The center’s administrative staff will contact you when the book(s) arrive. If requesting library items for the first time we will create an account and send your library card along with your book(s). The Library may need to contact you further regarding account contact information.

**High School Dual-Enrollment Students**  (Baldwin, Bibb, Crawford, Dooly, Houston, Jones, Monroe, Peach, Pulaski, Putnam and Twiggs counties)

High school dual-enrollment students have full access to all library research databases, eBooks, and other library services via workstations at their schools and password authentication. Many high schools are in counties close to campus libraries with access to all collections. Students at remote locations may contact the library to request items in the same manner as the county center student instructions above, except their local contact will be their media specialist.

**Online Students**  (Remote online students not residing in campus service area)

Students enrolled in CGTC online courses that reside outside of the campus service area have full access to CGTC’s library services and resources, but will need to contact the library via e-mail to request check-out and delivery of print books or copies of journal articles from the Warner Robins, Macon and Milledgeville campus libraries. Instructions follow on next page.
Online Students – How to Request and Access Library Resources

GALILEO Password

The GALILEO Password expires every semester. There are two ways to get the password:

1. GALILEO Password on Student Portal
   - Go to the CGTC Student Portal: https://portal.centralgatech.edu/
   - Login using your student username/password (same as email login)
   - On Student Portal homepage, select the “Resources” tab
   - Scroll down and locate the “Library” entry
   - The password is listed in the descriptive area for the Library

2. GALILEO Password by Email Request
   - Send e-mail to: library@centralgatech.edu
   - Type “GALILEO Password Request” in the subject line
   - Include all of the following information in the text of your message:
     - A. Your First and Last Name
     - B. Your CGTC ID Number
     - C. Your Course Name and Number

*Remember: the password is case sensitive and must be entered in all lower-case letters.

eBooks on EBSCOhost – How To Access Using the GALILEO Password:

1. Go to GALILEO home page: www.galileo.usg.edu
2. Type GALILEO Password in login textbox and click “Login”
3. GALILEO Scholar home page will launch and recognize you as a CGTC user
4. Click on the yellow “Databases A-Z” button
5. Type “eBooks on EBSCOhost” in the textbox and click on the “Find Database” button
6. Select “eBooks on EBSCOhost” from the list
7. The eBook Collection page will open providing you access to 60,000+ eBooks
Requesting a Book for Check-Out/Delivery to Residence (Remote Online Students Only):

Please e-mail us at library@centralgatech.edu and provide the following information:

<table>
<thead>
<tr>
<th>Requestor Information:</th>
<th>Book Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Your Name</td>
<td>1. Book Title</td>
</tr>
<tr>
<td>2. Your Full Street Address</td>
<td>2. Author</td>
</tr>
<tr>
<td>3. Your City, State and Zip Code</td>
<td>3. Campus Location</td>
</tr>
<tr>
<td>4. CGTC ID Number</td>
<td>4. Call Number</td>
</tr>
</tbody>
</table>

Items that circulate are listed as shelved in the “Book Collection” or “Childrens” collections. “Reference” titles do not circulate.

You will be contacted via e-mail about the status of your request as soon as possible. Please allow 24 hours response time during the work week. Requests made on the last work day in the week will be answered on the first work day of the following week.

**CGTC Warner Robins Campus Library**

**Hours:**
- Mon-Thur    7:45 AM-8:00 PM
- Friday     7:45 AM-3:00 PM
- Sat-Sun   Campus closed

Closed on state holidays and semester breaks.

**Location:**
- A Building, Room 108 on the Warner Robins Campus. Driving directions are online at the CGTC Library Services web site.

**Mailing Address:**
- Central Georgia Technical College
- Warner Robins Campus Library
- 80 Cohen Walker Drive
- Warner Robins, Georgia 31088

**Contact the Library:**
- E-Mail: ibush@centralgatech.edu
- Phone: 478-988-6863
- Fax: 478-988-6813   Additional contact information available at the Library Services web site.
CGTC Macon Campus Library

Hours:
Mon-Thur 7:45 AM-8:00 PM
Friday 7:45 AM-3:00 PM
Sat-Sun Campus closed
Closed on state holidays and semester breaks.

Location:
I Building, Room 201 on the Macon Campus. Driving directions online at CGTC Library Services site.

Mailing Address:
Central Georgia Technical College
Macon Campus Library
3300 Macon Tech Drive
Macon, Georgia 31206

Contact the Library:
E-Mail: library@centralgatech.edu
Telephone: 478-757-3549
Fax: 478-757-3545 Additional contact information available at the Library Services web site.

CGTC Milledgeville Campus Library

Hours:
Mon-Thur 7:45 AM-8:00 PM
Friday 7:45 AM-3:00 PM
Sat-Sun Campus closed
Closed on state holidays and semester breaks.

Location:
H Building, Room 201 in the Center for Health Sciences, Milledgeville Campus. Driving directions are online at the CGTC Library Services web site.

Mailing Address:
Central Georgia Technical College
Milledgeville Campus Library
54 Highway 22 West
Milledgeville, Georgia 31061

Contact the Library:
E-Mail: cnipper@centralgatech.edu
Phone: 478-445-2333
Additional contact information available at the Library Services web site.
GALILEO is the award-winning statewide virtual library system for the state of Georgia. It provides access to thousands of full-text magazine articles, full-text eBooks, encyclopedias, directories, almanacs, business, legal, medical, and government resources, and much more.

“GALILEO Scholar” is the GALILEO interface for post-secondary academic institutions. GALILEO Scholar is linked from the CGTC Library Services web site and can be accessed directly by the web address above. No password is needed to access GALILEO from CGTC’s campuses or county centers. A password is needed to access GALILEO at home, other remote center or location. The GALILEO password is always available through the Student Portal or may be requested from the Library by e-mail (instructions on next page).

**FINDING MAGAZINE ARTICLES IN GALILEO:**
Two of the most extensive full-text/full-page-image periodical databases (magazines, journals, newspapers, etc.) in GALILEO are called “EBSCOhost” and “ProQuest”. Step-by-step instructions for searching these databases are included within this guide.
**GALILEO Password**

The GALILEO Password expires every semester. There are two ways to get the password:

3. **GALILEO Password on Student Portal**
   - Go to the CGTC Student Portal: https://portal.centralgatech.edu/
   - Login using your student username/password (same as email login)
   - On Student Portal homepage, select the “Resources” tab
   - Scroll down and locate the “Library” entry
   - The password is listed in the descriptive area for the Library

4. **GALILEO Password by Email Request**
   - Send e-mail to: library@centralgatech.edu
   - Type “GALILEO Password Request” in the subject line
   - Include all of the following information in the text of your message:
     A. Your First and Last Name
     B. Your CGTC ID Number
     C. Your Course Name and Number

*Remember: the password is case sensitive and must be entered in all lower-case letters.

Please Note: The state of Georgia is under contractual agreement with the database suppliers for services purchased for GALILEO. This agreement stipulates the Library **cannot** distribute the GALILEO Password by telephone for security and potential misuse issues.

**Scope and Coverage of GALILEO Databases**

To learn additional information about the scope and coverage of any of the GALILEO databases click on the “more »” link next to the database name and brief description. This will provide a detailed description of the database content, database provider, years covered and how frequently the database is updated. A complete annotated list of GALILEO databases is available to CGTC students by request from the CGTC Library. Please e-mail us at Library@centralgatech.edu and request the “GALILEO Database Descriptions Lists”. These multi-page lists can be e-mailed to you as Word attachments or mailed to your residence. If you preferred them mailed, please include your full mailing address.
Finding Journal, Magazine & Newspaper Articles using

EBSCOhost Search

1. Start at the CGTC Library Services home page: www.centralgatech.edu/library

2. Click on “Library Resources” in the left navigation menu.

3. Click on “EBSCOhost Search” in the center navigation menu.

*Off-campus users will be prompted for the current GALILEO password. To request the password, send an email to library@centralgatech.edu. In the subject line type “GALILEO Password Request” and in the body include your Student ID# and name.

4. Type your search terms in the text box beside the blue “EBSCOhost” button and click the “Search” button.

5. Search results are listed in blocks of ten brief article citations.

The title of the article appears in blue and is underlined, followed by the author, publication, date, volume, issue number and pages.

6. To view the full-text magazine article: click on the links beneath the title labeled: HTML Full Text or PDF Full Text.

7. To print the article: For HTML Full-Text articles use the printer icon on the toolbar to the right of the text; for PDF Full-Text articles select the printer icon on the Adobe toolbar.

8. To return to the list of results, click the “Result List” link above the text of the article.

9. Revising EBSCOhost Search Selections

EBSCOhost pre-selects all essential databases to search. To de-select any database:

A. Click on the blue “Choose Databases >>” link above the search box.

B. De-select databases by clicking the small box next to a database to remove check mark.

C. After de-selecting unwanted databases click the “OK” button.
Finding Journal, Magazine & Newspaper Articles using ProQuest Search

1. Start at the CGTC Library Services home page: www.centralgatech.edu/library
2. Click on “Library Resources” in the left navigation menu.
3. Click on “ProQuest Search” in the center navigation menu.
   *Off-campus users will be prompted for the current GALILEO password. To request the password, send an email to library@centralgatech.edu. In the subject line type “GALILEO Password Request” and in the body include your Student ID# and name.
4. Type your search terms in the text box and click the orange button with the magnifying glass 🔍
5. Search results are listed in blocks of twenty brief article citations.
   The title of the article appears in blue and is underlined, followed by the author, publication, date, volume, issue number and pages.
6. To view the magazine article: click on the blue underlined Article Title or the Full Text or Full Text-PDF link beneath the title.
7. To print the article: Full-Text articles use the standard print options at top toolbar. To print Full Text-PDF articles select the printer icon on the Adobe toolbar.
8. Revising ProQuest Database Selections
   ProQuest pre-selects all available databases to search. To de-select any database:
   A. On the blue bar at the top of the page click “databases”
   B. De-select databases by clicking the small box next to a database to remove check mark.
   C. After de-selecting unwanted databases click the “Use selected databases” button.
9. To return to the list of results, click the “Back to Results” at top left corner of screen.
eBooks on EBSCOhost contains over 60,000 research, reference, and general reading eBooks. You can search by author, title, subject, keyword, publisher, ISBN or browse by category. You can search every word in every eBook, or search within a particular eBook.

1. Start at the CGTC Library Services home page: www.centralgatech.edu/library
2. Click on “Library Resources” in the left navigation menu.
3. Click on “eBooks on EBSCOhost” in the center navigation menu.

*Off-campus users will be prompted for the current GALILEO password. To request the password, send an email to library@centralgatech.edu. In the subject line type “GALILEO Password Request” and in the body include your Student ID# and name.

4. Enter your search terms in the “Search” textbox and click on “Search.” Default searching is by keyword, but you may search by “Title” or “Author” or “Subject” etc. Select the “Advanced Search” for additional search capabilities.

5. eBook results are listed by first twenty titles, book covers and brief citation information.

6. Locate the eBook title you want to view from the results list and click on the “Full Text” option. You now have access to the entire book online.

7. Additional descriptive information about an eBook is available by selecting the “Detailed Record” link in the upper left corner of the screen.

8. Printing a limited number of pages from an eBook can be done by:
   A. Select the PDF Full Text eBook option
   B. Select “Save Pages” from top horizontal menu
   C. Select “Current Page” or range of pages (look in yellow box to see page limit)
   D. Click on the “Save PDF” button. You may not open the PDF and print pages.

9. Options to download, email, obtain citations and other choices are available along the top horizontal menu.
ebrary contains 125,000 research, reference, and general reading eBooks. You can search by author, title, subject, keyword, publisher, ISBN or browse by category. You can search every word in every eBook, or search within a particular eBook.

1. Start at the CGTC Library Services home page: www.centralgatech.edu/library

2. Click on “Library Resources” in the left navigation menu.

3. Click on “ebrary Academic eBooks” in the center navigation menu.

   *Off-campus users will be prompted for the current GALILEO password. To request the password, send an email to library@centralgatech.edu. In the subject line type “GALILEO Password Request” and in the body include your Student ID# and name.

4. Enter your search terms in the “Simple Search” textbox and click “Search.” Default searching is by keyword, but you may search by “Title” or “Author” or “Subject” etc. Select “Advanced” for additional search capabilities.

5. eBook results are listed by first twenty titles with book covers and a brief citation.

6. Locate the eBook you want to view from the results list and click on the eBook cover or title. You may now select “Read Online” or go directly to a particular chapter. You now have access to the entire book online.

7. Additional descriptive information about an eBook is available in the Bibliographic Info box to the right of the screen.

8. Printing a limited number of pages from an eBook can be done by:

   A. Select the “Available for Online Reading” link
   B. Select the Printer icon from the top horizontal menu (Print to PDF window appears)
   C. Select “Current Page” or range of pages (maximum no. of pages is displayed)
   D. Click “Continue” to create a PDF for those pages
   E. Click “Open PDF” – you may now print the PDF pages.

9. Options to download, email, obtain citations and other choices are available along the top horizontal menu.
Streaming Video Collection

Films On Demand provides access to 10,000 video programs covering academic, career and technical education areas. You can search by keyword or browse by subject or collection.

1. Access Films On Demand from the GALILEO homepage: www.galileo.usg.edu

   A. Click on the yellow “Databases A-Z” button, then type Films On Demand in the text box and click on the “Find Database” button.
   B. Click on the Films On Demand link.
   * OR visit the CGTC Library home page: www.centralgatech.edu/library and click this icon

2. Searching for videos in Films On Demand:

   A. Enter your search terms in the “Search” textbox at the top of the page and click on “Search.” The default option is to “Search By Title”. You may also “Search By Segment” to expand your search and find more results.
   B. A list of video titles will be displayed on a new page.

3. Viewing videos on Films On Demand:

   A. Locate a desired video from the results list and click on the video title.
   B. To view the video, click anywhere on the video player.
   C. Hovering the mouse over the video player will display options to play/pause the video, adjust the volume, and expand the video to full screen.

OFF CAMPUS USERS:

To access Films on Demand from off campus you will need the current GALILEO password: To request the password, send an email to library@centralgatech.edu. In the subject line type “GALILEO Password Request” and in the body include your Student ID# and name.

* For an online tutorial and additional information go to:
http://libguides.centralgatech.edu/FOD
Finding Articles and Reference Content using

Opposing Viewpoints in Context

1. Start at the CGTC Library Services home page: www.centralgatech.edu/library
2. Select “Library Resources” from the left navigation menu.
3. Select “Opposing Viewpoints” from the center navigation menu.
   *Off-campus users will be prompted for the current GALILEO password. To request the password, send an email to library@centralgatech.edu. In the subject line type “GALILEO Password Request” and in the body include your Student ID# and name.
4. Select Browse Issues from the top horizontal menu to display a list of all topics or enter a keyword term in the top Search box.
5. Click on a Topic Name to get to that topic’s research page.
   *Select to display six featured articles that share opposing viewpoints on your topic. This is an excellent starting point for your research.
7. To view the feature article: Click on the blue underlined article title and a new page will open up with the full article displayed. The “Tools” right navigation menu provides options to print, email, and save the article.
8. To cite the article: Look at the very bottom of the article/screen, past the lists of “Further Readings” until you see “Source Citation.” This is the citation format needed for your “Works Cited” page, except it needs to be double-spaced in your paper.
9. To return to your Topic homepage: Click on the small blue underlined word Topic above the article title. Now select another article on your topic.
10. If you have questions or encounter any problems, email library@centralgatech.edu
Sharpen your knowledge and skills with online practice exams and interactive learning modules.

**Learning Express** has practice tests for entrance and certification/licensure exams, as well as English, math, and writing skills tutorials, job search skills, eBook study guides & more.

1. Go to the CGTC Library home page: [www.centralgatech.edu/library](http://www.centralgatech.edu/library)

2. Click on the ![Learning Express](image) icon at lower right

3. Create your user account by clicking on ![Register](image) at the bottom right of the screen and fill out the form. Your e-mail address will be your user name. You can create any password you like.

4. Once your account is created, login using the **SIGN IN TO YOUR ACCOUNT** section at the bottom right of the main screen.

5. Select “**All Centers**” on the top horizontal menu to locate a center of interest.

   Popular centers:
   - **Career Center** for Entrance and Occupation Exams
   - **College Center** for Math, Reading & Writing Review

6. Within your center of interest, choose an option from the middle horizontal menu, then further locate and select the module you wish to launch.

7. For example, within the “Career Center” you could select the option to “Prepare for an Entrance Exam” and then further select the “Health Careers Practice Entrance Tests” or select another option from the blue menu at left

8. After finding the desired practice test or skill module click on the ![Launch](image) button to the right.

9. Review the instructions. Choose the desired Test Mode in the right column, and click on the ![Start Test](image) button.

For an online tutorial and additional information go to: [http://libguides.centralgatech.edu/learningexpress/](http://libguides.centralgatech.edu/learningexpress/)
LibGuides provide “how to” help in using the library’s resources. Need to find journal articles online? Need help researching a paper topic? Finding an eBook? Studying for the PSB or COMPASS exam? Need to watch a video on Films on Demand? Or other need?

1. Accessing LibGuides:
   
   A. By website: [http://libguides.centralgatech.edu](http://libguides.centralgatech.edu)
   
   B. Or visit the CGTC Library home page: [www.centralgatech.edu/library](http://www.centralgatech.edu/library)

   and click this icon

2. Searching for help on LibGuides:

   A. Type your keyword search terms in the “Search” textbox at the top of the page and click on “Search.” A list of pages with your search terms will display on a new page. Example searches could be “MLA” or “find a book”.

   B. You can also browse by subject, by tags, or by most popular pages using the lists provided below the search box.

3. Finding information on LibGuides:

   A. Once you have chosen a page to view, read through all of the information on the page to find answers to your questions.

   B. Each guide will have more than one page of information. Check the top of the page for the navigation tabs. In the picture below, there are tabs (or pages) for “Finding Videos”, “Citing Videos” and more.

   ![LibGuides Image]

   C. Remember: Libguides is a library website, so there are no advertisements on our pages. We do however provide links to many helpful websites that are not library pages. If you find a website to be just great or plain awful – let us know! You can e-mail us your feedback at library@centralgatech.edu.
Central Georgia Technical College Library
Interlibrary Loan Request

Warner Robins_____ Macon_____ Milledgeville_____

Please complete the following:

Date: _______________________________ Date Needed By: _______________________________
Patron's Name: _____________________________________________________________________

Student_______ Faculty_______ Staff _______ (Check one)

Student ID # ___________________ Student Email Address ______________________________________________________________________
Telephone # (Home) __________________________ (Cell) _________________________________
Address: __________________________________________________________________________

City: _______________________________ State: ___________ Zip Code: __________

Book:

Author: __________________________________________________________________________

Title: __________________________________________________________________________

Date of publication ___________________ ISBN# ______________________________________

Where did you find this citation? ____________________________________________________

Journal / Newspaper Article:

Journal/or Newspaper Title: ______________________________________________________________________

ISSN# _________________________________

Author of article:

____________________________________________________________________________________

Title of article: __________________________________________________________________________

Date of Publication: ________________________________________________________________________

Volume# _________ Issue: __________ Pages: ____________________________

Where did you find this citation? __________________________________________________________

All requests require 7-14 days for fulfillment. Newly published materials and audio-visual items may not be
available from lending libraries. Late, damaged, or lost materials may incur charges for the borrower. You
must have a CGTC Library Borrower’s Account established before requesting an interlibrary loan.

Patron's Signature: ________________________________________________________________
The majority of books in the CGTC libraries are arranged according to the Library of Congress Classification System, which separates all knowledge into 21 classes, as outlined below. The classes are identified by a letter of the alphabet and then broken down into subclasses using combinations of letters and numbers. Only the Children’s Books collection is not arranged by the LC Classification system, using instead the Author’s last name as the call number. The Library staff will be happy to assist you if you are unable to find the book that you need.

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>General Works</td>
</tr>
<tr>
<td>AE</td>
<td>General Encyclopedias</td>
</tr>
<tr>
<td>B</td>
<td>Philosophy-Religion</td>
</tr>
<tr>
<td>B-BJ</td>
<td>Philosophy</td>
</tr>
<tr>
<td>BF</td>
<td>Psychology</td>
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<tr>
<td>BL-BX</td>
<td>Religion</td>
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<tr>
<td>C</td>
<td>Auxiliary Sciences</td>
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<tr>
<td>CB</td>
<td>History of Civilization</td>
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<tr>
<td>CT</td>
<td>Biography</td>
</tr>
<tr>
<td>D</td>
<td>History: General and Old World</td>
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<tr>
<td>D</td>
<td>World History, World Wars</td>
</tr>
<tr>
<td>DA</td>
<td>Great Britain</td>
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<td>DD</td>
<td>Germany</td>
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<tr>
<td>DK</td>
<td>Russia, Former Soviet Republics</td>
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<tr>
<td>DS</td>
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<tr>
<td>DT</td>
<td>Africa</td>
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<tr>
<td>E-F</td>
<td>History of America</td>
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<tr>
<td>E</td>
<td>1-143 America</td>
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<td>E</td>
<td>151-857 U.S.</td>
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<tr>
<td>E</td>
<td>184.5-185.98 African-Americans</td>
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<td>F</td>
<td>1-957 States &amp; Local</td>
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<tr>
<td>F</td>
<td>1001-1140 Canada</td>
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<tr>
<td>F</td>
<td>1200-3799 Latin America</td>
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<tr>
<td>G</td>
<td>Geography, Anthropology, Folklore</td>
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<td>G</td>
<td>Geography</td>
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<td>GB</td>
<td>Physical Geography</td>
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<tr>
<td>GR</td>
<td>Folklore</td>
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<td>Manners and Customs</td>
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<td>Recreation</td>
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<td>311-384 Sociology</td>
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<td>HV</td>
<td>Criminology</td>
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<td>J</td>
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<td>JA-JC</td>
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<tr>
<td>JF-JQ</td>
<td>Political Institutions &amp; Public Administration</td>
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<tr>
<td>JK</td>
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<tr>
<td>JS</td>
<td>Local Government</td>
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<td>JX</td>
<td>International Law</td>
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<tr>
<td>K</td>
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<td>3566-3578 Public Health Law</td>
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<td>K</td>
<td>3601-3674 Medical Legislation</td>
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<tr>
<td>K</td>
<td>3740-3762 Education Law</td>
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<tr>
<td>K</td>
<td>3840-4375 Regulation of Industry, Trade, and Commerce; Occupational Law</td>
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<tr>
<td>K</td>
<td>2915 Legal Aspects of Nursing</td>
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<tr>
<td>K</td>
<td>F Georgia Law</td>
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<td>L</td>
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<td>LB</td>
<td>2353.57 SAT Test Prep</td>
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<tr>
<td>LB</td>
<td>3060.33 GED Test Prep</td>
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<td>LC</td>
<td>Special Aspects of Education</td>
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<tr>
<td>LD</td>
<td>Individual Institutions – United States</td>
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<tr>
<td>LT</td>
<td>Textbooks</td>
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<td>Music</td>
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<td>M</td>
<td>Scores</td>
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<td>Literature of Music</td>
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<tr>
<td>MT</td>
<td>Musical Instruction</td>
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<tr>
<td>N</td>
<td>Fine Arts</td>
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<tr>
<td>NA</td>
<td>Architecture</td>
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<td>NC</td>
<td>Graphic Arts</td>
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<td>ND</td>
<td>Painting</td>
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<td>Decorative Arts</td>
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<tr>
<td>P</td>
<td>Language &amp; Literature</td>
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<tr>
<td>PA</td>
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<td>PE</td>
<td>English</td>
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<tr>
<td>PG</td>
<td>Slavic Languages &amp; Literature</td>
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<td>PJ</td>
<td>Oriental Languages &amp; Literature</td>
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<tr>
<td>PN</td>
<td>General &amp; Comparative Literature</td>
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<tr>
<td>PQ</td>
<td>Romance Literature</td>
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<td>English Literature</td>
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<tr>
<td>PS</td>
<td>American Literature</td>
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<td>PT</td>
<td>Germanic Literature</td>
</tr>
<tr>
<td>PZ</td>
<td>Fiction in English</td>
</tr>
</tbody>
</table>
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**Q Science**
- QA 75.5-76.95 Computer science
- QA 101-699 Mathematics
- QC Physics
- QD Chemistry
- QM Human Anatomy
- QU Physiology
- QR Bacteriology

**R Medicine**
- RA Public Aspects of Medicine
- RB Pathology
- RB 24-33 Pathological Anatomy and Histology
- RB 37-56.5 Clinical Pathology; Laboratory Technique
- RC Internal Medicine
- RC 86.7 Paramedic Technology
- RD Surgery
- RG Gynecology and Obstetrics
- RJ Pediatrics
- RK Dentistry
- RK 60 Dental Assistant; Dental Hygienist
- RM Therapeutics; Pharmacology
- RM 300 Pharmacology
- RS Pharmacy
- RS 122.95 Pharmacy Technician
- RT Nursing
- RT 41 Medical-Surgical Nursing
- RT 62 NCLEX Test Prep

**S Agriculture**
- SA Plants & Horticulture
- SB 433 Turfgrass Management
- SF Animal culture
- SH Fish culture
- SK Hunting sports

**T Technology**
- TA 401-492 Materials
- TE Highway Engineering
- TH Building Construction
- TH 3011-5701 Building Trades
- TK Electrical Engineering
- TK 4660 Arc Welding
- TK 5101-6720 Telecommunication
- TK 5101.875 Internet
- TK 7800-8360 Electronics
- TL Motor Vehicles, Aeronautics, Astronautics
- TL 1-484 Motor Vehicles
- TL 500-777 Aeronautical Engineering
- TN Mining; Metallurgy
- TP Chemical Technology
- TP 492 Refrigeration
- TR Photography
- TR 897 Computer Animation
- TS Manufactures
- TS 156 Quality Control
- TS 227 Basic Welding
- TT Handicrafts, Arts & Crafts
- TT 180-200 Woodworking
- TT 950-979 Beauty Culture; Hairdressing; Cosmetology
- TX Home Economics

**U Military Science**

**V Naval Science**

**Z Bibliography & Library Science**
- Z 52-52.5 Word processing; Desktop Publishing