

Student Library handbook
@Paris Junior College Learning Resources Center
@Greenville Center Library
@Sulphur Springs Center Library

WEB PAGE URL: <http://www.parisjc.edu/index.php/pjc2/main/learning-center/>

Paris Junior College Mike Rheudasil Learning Center

2400 Clarksville Street Paris, Texas 75460

Greenville Center

6500 Monty Stratton Parkway. Greenville, Texas 75401

Sulphur Springs Center

1202 West Houston Sulphur Springs, Texas 75481

Circulation desk	903.782.0415 (Paris)
Fax	903.782.0356 (Paris)
GC	903.457.8729 (Greenville)
Fax	903.451.3380 (Greenville)
SSC	903.885.1232 ex.410 (Sulphur Springs)
Fax	903.439.6155 (Sulphur Springs)

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HOURS – FALL AND SPRING

Monday-Thursday	8:00 a.m. – 10: 00p.m
Friday	8:00 a.m. - 5:00 p.m.
Sunday	5:00 p.m. – 9:00 p.m.

Greenville Center and Sulphur Springs Center – as posted

@PARIS JUNIOR COLLEGE LEARNING RESOURCES CENTER
@GREENVILLE CENTER LIBRARY
@SULPHUR SPRINGS CENTER LIBRARY

LIBRARY SERVICES

CIRCULATION

Library Card

- Currently enrolled PJC students present their student ID at circulation desk and ask for a library bar code which is applied to back of ID.
- ID cards with library bar code are presented by cardholder to check out materials or use the computers.

Check Out

- Books checked out for 4 weeks.
- DVD's, CD's and videos are checked out for 7 days.
- PERIODICALS, REFERENCE BOOKS AND SOFTWARE CANNOT BE CHECKED OUT.
- A maximum of 2 DVD's, 3 CD's or 3 videos can be checked out.
- Items are to be returned to circulation desk or book drop.
- THERE ARE NO RENEWALS.

Late Fees/ Lost or Damaged Items

- Books – 10 cents per day
- Videos, DVD's, CD's – \$1 per day
- Items lost or damaged – cost of item plus \$5 handling charge
- Blocks are placed on patron records when items are not returned or fines not paid; the patron will not be able to register or get a transcript..

Reserve Materials

- Videos, books, periodical articles, study materials, etc. assigned by instructor and placed on reserve by the instructor are located behind the circulation desk.
- Reserve items are used in-house with exception of designated overnight checkout.
- The student must present library ID card and sign for the reserve item.
- Reserve items checked out overnight are due back by 8:30 the next morning with a \$1 per hour fine.
- Only one reserve item can be checked out.

COMPUTERS

- Students who are using the computers for class projects, word processing, or class assignments are given top priority.
- Paris Junior College's Internet Usage Policy complies with federal and state laws in regard to language, computer etiquette, pornography, and copyright and patrons are subject to expulsion, denial of computer privileges and/or arrest.
- Downloads are prohibited as the computers are loaded with all software and access required by the instructors and INTERNET is available.
- CD's, DVD's and videos cannot be copied.
- All printed materials are 10 cents per page.
- Scanners are available.
- Usage is limited to one hour.

EQUIPMENT

- Copiers are available and prints are 10 cents per page.
- A microfilm reader/printer is available at the Paris campus and copies are 25 cents a page.
- Lamination is available at the Paris campus for \$1 per page.
- Duplication of videos, CD's, DVD's is prohibited.
- TV/VCR/DVD units are available for in-house use.

INTERLIBRARY LOAN

- Books not owned by Paris Junior College may be borrowed from other libraries and are subject to the lending library's circulation policy.
- You must fill out a form with author, title, date of publication and ISBN number and submit to the circulation desk personnel. It will take at least 7-10 days to receive the book.
- The borrower must pay the return postage.
- Many out-of-state libraries that are not members of TexShare may charge a fee.
- Periodicals are available in the TexShare databases and most are full text but if full text is not available, periodical articles can be requested by filling out a form at the circulation desk. You will need author, title of article, periodical, page numbers, date, volume number and issue number. You will receive copies of the articles. There may be a copy charge and/or usage fee assessed by the owning institution.

INTRALIBRARY LOAN

- Materials from the three campuses can be requested by currently enrolled students, faculty and/or staff.
- Materials can be requested by either using the online catalog or by filling out a request slip at the circulation desk.
- Periodical articles not found in full text in the TexShare databases and owned by the Paris campus can be copied and faxed to the GC and SSC libraries. There is a fee of 10 cents per page for duplication. Copies from microfilm are 25 cents a page.
- There is a form to be filled out for periodical article requests that will include, author, title of article, periodical, date and page numbers.

TEXSHARE

- Paris Junior College is a member of TexShare which is comprised of universities, colleges and public libraries in the state of Texas.
- TexShare shares online catalogs and the cost of subscribing to periodical databases, e-books and search services.
- A TexShare library card can be obtained from your institution that will be recognized by the members of TexShare. The patron is subject to that institution's circulation policy.

ACCESSING DATABASES FROM OFF CAMPUS:

1. Go to Paris Junior College Homepage at www.parisjc.edu
2. Click on Quick links then select Library Services.
3. Scroll down and click on Databases.
4. Under Library Links click on Databases (off-campus login).

5. User name is your PJC Student ID number
6. Password is your birthday (mm/dd/yyyy).

E-BOOKS

- An **e-book** (for *electronic book*; also *ebook*) is the digital media equivalent of a conventional printed book. Such documents are either read on personal computers, or on dedicated hardware devices known as *e-book readers* or *e-book devices*.
- E-books (computer files) can be accessed through Ebsco via NetLibrary. You can access the site by linking through Netlibrary on the Database page.

ELECTRONIC DATABASES

Databases are accessed using the Internet but are not Internet sites. Databases are comprised of periodical, newspapers, reference books, media, etc. Most are updated daily. We subscribe to the databases and belong to TexShare. You can find a list of databases at our website <http://www.parisjc.edu/index.php/pjc2/main/data-alpha> by using the link Databases.

To access databases from off campus the log in is your student identification number and your birthday is the password. <http://proxy.parisjc.edu:2048/login>

For Ebsco database and e-books access on Android and iPhone

- On the [PJC Library main page](#) select the correct app and follow the directions.
- After downloading the app, go to [Databases by Topic](#) or [Databases Alphabetical](#)
- Select by clicking on “Academic Search Complete”
- Scroll to the bottom of the page and select “EBSCOhost iPhone and Android Applications”
- Enter your email in the popup window (ex. jane@yahoo.com). This must be the email that is connected and checked on the phone you wish to use EBSCO databases on.
- Open up you email on your phone and follow the final instructions on there, in a matter of minutes you should be searching the databases.

THE RESEARCH METHOD

Step one: Identifying the information needed

- Define the research question
Stating the research topic is often helpful. Is the Privacy Act protecting our privacy?
Refine the question: make it specific Why is identity theft on the rise when we have a Privacy Act?
- Gather background information
The following types of library resources may be useful for background information. Using them, the researcher can identify areas where prior research has been done, identify key researchers and studies; and define terms.

Dictionaries in specialized areas give definitions of terms and phrases used within the field.
Specialized encyclopedias, ranging from one-volume to multi-volume sets expand on the dictionary approach and provide a fuller context for concepts.

Bibliographies provide lists of prior research, often with annotations and evaluation. They are generally prepared by authorities in a field and may be published as:

Books

Journal articles

As entries in specialized encyclopedias

As features in handbooks to research in a particular subject area.

Directories may assist in the identification of agencies or associations in the field.

Identify key concepts

Break the research question down into its key concepts.

Step two: Preparing for the search

- Create concept lists
 - Database searching is most efficient and effective if concepts are represented concisely and linked within the database.
 - Create a list of search terms for each concept.
 - Use Boolean operators to link concepts.
- Determine where to perform the search
 - The options are diverse! Where will the most relevant research reports be? Where does the researcher begin? ***Think*** about the type of information you hope to find. Where would the author of that type of information most likely publish it? Journals and magazine articles include current information, generally focused on a narrow topic. Books, on the other hand, will contain broader perspective, in both time and content.
- Finding books
- Finding magazine & journal articles
- Finding information on the Internet

Finding books:

The library catalog has records for the materials owned by the PJC libraries, housed either at the Mike Rheudasil Learning Center or the Greenville Center Library or the Sulphur Springs Center Library. Books, videos, DVD's, and cd's are listed. How to use the library catalog is explained in this handbook.

Finding magazine & journal articles:

Periodical databases provide information on individual articles and/or full text within thousands of journals, magazine or newspapers. Indexes allow searching by keyword, author, subject or title. The electronic databases cover multiple years in a single search.

General periodical indexes include magazine or journal articles on a wide range of topics. A good example is READER'S GUIDE TO PERIODICAL LITERATURE.

Subject specific periodical indexes provide coverage for articles published in the journal literature of a specific field. An example is HUMANITIES INDEX.

Electronic databases are available the PJC library web site through the TexShare link. The database includes EBSCO, Gale, CINAHL, and Net library. How to use electronic databases is explained more fully under databases in this handbook. The databases can also be accessed remotely through the Library of Texas.

Finding information on the Internet

Evaluating Internet sources and search techniques for using the Internet are included in this handbook.

Step three: Performing the Search

- **Learn the basics of each database**

Bibliographic databases include records providing information about published materials. The library catalog is an example of a database that primarily consists of books. Another source for books is Netlibrary that consists of e-books. Journals, magazines and newspapers are indexed in the electronic databases that are subscribed to by PJC through its membership in TexShare.

The electronic databases have many features and functions in common although there is variance from database to database because of the company or agency that creates the database. Knowing what functions to look for will allow you to take the fullest advantage of the contents of the database.

Database records and fields:

Most bibliographic databases are constructed of records.

Each record has several fields containing information about the published material it represents. For instance, here is a record for a magazine article in the database Academic Search Premier. This record has 13 fields: title of article, source, document type, subject terms, geographic terms, NAICS/industry codes, people, abstract, full text word count, ISSN, accession number, persistent link to the record and database.

Common features of many databases:

1. Most databases allow searching for keywords or individual words appearing anywhere in the searchable fields of the record. Searchable fields may vary based on the content of the database. Author, title, subject, publication date and abstract fields are the most common searchable fields. The help screens of most databases will provide useful information about how to search and which fields are searchable in the databases.
2. Most databases have some ways to limit or focus the search by indicating the field in which a word or words should appear.
3. Most databases have a way to truncate words used for searching.
4. Most databases allow Boolean searching using the AND, OR, NOT operators. Some use symbols to represent the Boolean operators, and others use words or combination of words Search the databases. Use the database help screens.

- Preliminary evaluation of results

Look at some of the following clues to evaluate the results of your search before actually retrieving the items located. Look for the following:

Judging from the title of the work, who is the audience?

Is it for specialists or is it appropriate for a general audience? Can you tell?

Identify the subject headings (if any) applied to the work. Are they very specific or very general: Do they include the aspect of the topic you thought you wanted?

Is the author identified? Very general “newsy” articles may not give an author’s name and they may not list any reference to the sources of the information included.

What is the date of the publication? Does age matter for your topic?

Decision: Were the results appropriate?

NO: Consider possible solutions

YES: continue to Step Four

Step four: Obtaining materials cited in the search results

Are the materials available? Learn options for retrieval. Although most of the databases contain full text articles for most of the magazines, journals and newspapers, you might have to locate some of your searches in another format or elsewhere. Books will have to be located on the shelves, etc. If the materials are not in the library, consult with the librarian for options.

Step five: Evaluating the results

Determine your criteria for evaluating the relevance of retrieved materials.

Some criteria to consider	
Authority of author	Relevance of the content
Date of publication	Intended audience
Type of publication	References cited
Publisher	Cited or reviewed by others

Authority of Author

Who is the author? Can you find any identifying information about the author in the journal where the article appears, the book in which the author's writing appears, or at the web site where the author's document is mounted?

Date of Publication

Depending upon your topic area, it may or may not be necessary that you are using the most current information available. Nevertheless, it is still important to know when the material was written.

Type of Publication

Is the article published in a popular magazine or a scholarly journal? Is the book a popular work or an academic book? Is the web site published and maintained by someone with authority in the field of study?

Publisher

Is the publisher a professional association or organization, an academic or university press, the government, or a commercial publisher?

Decision: Satisfied with materials obtained?

- No. You may wish to revise your search
- Yes. Start organizing your data for an outline. Write your paper.

Cite your References:

Use the style manuals required by your instructor.

**THE ONLINE LIBRARY CATALOG
@ PARIS JUNIOR COLLEGE**

The online catalog can be accessed via the internet at the Paris Junior College web page. At the top of the page choose Quick Links and then from the list click on Library Services <http://www.parisjc.edu/index.php/pjc2/main/learning-center/>

You are now at the PJC library website. Links for the online catalog are on the left. If you are using computers on the PJC network, open the in-house catalog. If you are accessing from a remote site, use the public access link. The URL is <http://library.parisjc.edu/ipac20/ipac.jsp?profile=pjc>

A library catalog is a listing of all the cataloged and classified items to be found in the library. Books, CDs, videos, DVD's and electronic books are described, location given, and status indicated. The physical collection is classified using the Library of Congress classifications system, (LC) and given a call number.

The purpose of any classification system is to bring together comparable materials so they can be found easily and the library will have some logical arrangement. Most of the materials are arranged in the stack areas, but some special formats and collections are located elsewhere. The Paris Junior College Learning Resources Center/Library has several special collections which include REF (reference books), CIC (Career Information Center), and ARCH (The A. M. and Wilma Aikin Archives). The collections at the Greenville Center Library and the Sulphur Springs Center Library are also designated as locations.

Paris Junior College uses the Library of Congress classification system which uses the letters of the alphabet but is not based on the alphabet. For example, sports are not in the S section, psychology is not in the P's, etc. Not all the letters of the alphabet are used – I, O, W and X. There is not a fiction section or a biographical section. Biographies are classified in the area in which they either received fame or infamy. For example, a book about Lance Armstrong would have the call number:

- GV Sports
- 1051 bicycling
- .A76 Cutter for Lance Armstrong
- A28 Cutter for title
- 2000 Date of publication

Historical figures would be in history, entertainment figures in entertainment, etc.

The Library of Congress classification system places things literary in the P's, and this also includes languages... You will find dictionaries, language books, and books on writing, grammars, literary works, biographies and criticisms. Each author is assigned his or her own call number depending on their country of origin. Authors from Great Britain are in the PR's and authors from America are in the PS's... The call number for American author Stephen King is:

- PS American literature
- 3561 20th century
- I483 Cutter for Stephen King
- I8 Cutter for title (IT)
- 1986 year of publication

PS 3561 I483 is King's unique number. All his writings, biographies, autobiographies, criticisms and interpretations have his unique number.

LIBRARY OF CONGRESS (LC) SUBJECT CLASSIFICATION SYSTEM

A-P – Humanities, Business and Social Sciences	Q-Z – Mathematics, Science and Engineering
A General works	Q General Sciences
B Philosophy, psychology, and religion	QA Mathematics and Computer Science
C Auxiliary sciences of history	QB Astronomy
D History (general) and History of Europe	QC Physics
DS History of Asia	QD Chemistry

E	History of the USA	QE	Geology
F	History of Individual States and other American countries	QH	Biology (general)
G	Geography, Environmental Studies Anthropology, recreation	QK	Botany
H	Social Sciences (economics, management Sociology, etc.)	QL	Zoology
HA	Statistics	QM	Human Anatomy
HB	Economic theory and Demography	QP	Physiology
HC	Economic history and conditions	QR	Microbiology
HD	Industries, Labor, Land use	R	Medicine
HE	Transport and communication	RT	Nursing
HF	Commerce	S	Agriculture
HG	Finance	T	Technology (general)
HJ	Public Finance	TA	Engineering (general), Civil engineering
HM	Sociology	TC	Hydraulic Engineering, ocean engineering
HN	Social conditions and social problems		
HQ	The family, marriage and women	TE	Highway engineering, Roads and Pavements
HS	Societies (secret, benevolent, etc)	TG	Bridge engineering
HV	Social pathology, Social and public welfare Criminology	TH	Building construction
HX	Socialism, Communism, Anarchism	TJ	Mechanical engineering and Machinery
J	Political science	TK	Electrical and electronic engineering
K	Law	TL	Motor vehicles, Aeronautics, Astronautics
L	Education	TN	Mine Engineering, metallurgy
M	Music	TP	Chemical Technology
N	Fine arts (including architecture)	TR	Photography
P	Language and Literature	TS	Manufactures
PR	English literature of Great Britain and other Locations	U	Military Science
PS	English literature of the USA	V	Naval Science
		Z	Bibliography, Library Science, Information Science

The online catalog at Paris Junior College is Internet based and is called IPAC (Internet Public Access Catalog). It provides advantages in searching as there are many access points. These fields are author, title, subject, keyword, series and other fields.

The online catalog has the following capabilities:

1. the catalog can be updated on a daily basis
2. provides circulation information (checked out or on shelf)
3. remote access
4. location of item (site and collection)
5. format of item
6. number of copies

7. holds
8. reserve materials listed by course or instructor
9. access to your library status

The automated catalog opens up to a general keyword search. This is the basic search. Also available is the advanced search and the power search. The power uses the Boolean or logical operators.

You can search by author, title, subject, series, course, instructor and type of media. For example, if you are reading ALLTHE KING'S MEN in your class, you can search by title or Warren, Robert Penn, or Long, Huey (subject) or if on reserve by your course number or name of instructor. To determine if there is a video or dvd you can select video or dvd and search by title.

Materials can be placed on HOLD. You must enter your library patron bar code and request an item. You can leave a message for the library if you need the item by a certain time or for a course. Items checked in (remote access) and checked out can be placed on hold.

You can also check on your account by entering your bar code. Information that you can access are items checked out or overdue or fines owed.

DATABASES

Databases are subscription services that contain a collection of information that is accessed using an INTERNET browser. The databases are NOT the Internet. The databases are provided by PJC and our membership in TexShare. These databases contain thousands of magazines, scholarly journals and some reference books. If an instructor requests that you only use one INTERNET source, a database does not count as an Internet source.

The information in a database is stored electronically either on the Web or CD-ROM. Some books come with a CD-ROM, and that is designated in the online catalog. There are basically two types of databases – bibliographic and full-text. The main advantages of using the databases are that it can be searched quicker and more efficiently.

Bibliographic databases are those that provide only citations to information in other sources. Full-text databases in the context of periodical literature are those that provide, as the term implies, the full-text of periodical articles along with citations and abstracts. Subscription services such as EBSCOHost, ProQuest, and Gale group provide both full-text and bibliographic information. Some of the full-text articles have charts, graphs, photographs and other images. Many are multi-disciplinary and cover a broad range of articles. Others are limited to specific subject areas such as: Literature Resource Center (Gale) or CINAHL.

USING AND UNDERSTANDING ELECTRONIC SERVICES

Bibliographic Information

Although bibliographic information is accessed electronically, it can be compared to the printed information found in online (card) catalogs, indexes and abstracts.

- ✓ Provides access to information in other sources: magazines, journals and books.
- ✓ The information is organized systematically.
- ✓ They provide several access points by which to locate the source.

As with access tools in paper format, each entry points to an individual source. The Individual entries are called *records*. A bibliographic record in an electronic source has many of the same elements as in its counterpart in paper format. The elements are divided into *fields*, each of which is labeled. The fields serve as access points by which to retrieve the record.

TYPICAL ONLINE CATALOG RECORD

AUTHOR {of the work being cited}
TITLE {of the work being cited}
EDITION
PUBLISHER
DATE
PHYSICAL DESCRIPTION
NOTES
SUBJECTS

(There may be other fields that are indexed, but they might not appear in the online catalog)

TYPICAL BIBLIOGRAPHIC RECORD FOR A JOURNAL ARTICLE IN A PERIODICAL DATABASE

AN {Accession number}
TI {Title of an article}
AU {Author of article}
In {Author's institutional affiliation}
 JN {Journal title or SO {source} in some database}
IN {International Standard serial number}
LA {Language of the article}
PY {Publication year}
AB {Abstract}
DE {Subject descriptors or terms}

Not all of the labels may appear in some of the databases or there may be additional labels. The labels may not be in the same order. The databases will always contain the name of the author, title of the article, the name of the periodical, date, volume and pages in the printed format of the periodical or journal. (Appendix two)

FOUR BASIC WAYS TO SEARCH AN ELECTRONIC SOURCE

1. By author name
2. By the title of the work
3. By subject of the work
4. By keyword in the search

An Author search is restricted to searching only the author field. It necessarily involves a known element-either an author's name or part of the author's name. Some electronic sources allow you to truncate or shorten the author's name if you do not know the complete first name or correct spelling.

A title search is also a search for a known element-you know the title of a work or enough of the title to make it distinctive. To retrieve a title, you must key in the title exactly as it appears

Protocol	Server name	Domain name	Path name(s)	File name
http://	Nobel prize	.org	literature/laureates	index.html

Rationale

1. See number 1 above.
2. It is often hard to determine a Web page's authorship.
3. Even if a page is signed, qualifications aren't usually given.
4. Sponsorship isn't usually indicated.

OBJECTIVITY

Does the information show a minimum of bias?

Is the page designed to sway opinion?

Is there any advertising on the page?

Rationale

1. Frequently the goals of the sponsors/authors aren't clearly stated.
2. Often the Web serves as a virtual "Hyde Park Corner", a soapbox.

CURRENCY

Is the page dated?

If so, when was the last update?

How current are the links? Have some expired or moved?

Rationale

1. Publication or revision dates not always provided.
2. If a date is provided, it may have various meanings. For example,
 - It may indicate when the material was first written.
 - It may indicate when the material was first placed on the Web
 - It may indicate when the material was last revised.

COVERAGE

What topics are covered?

What does the page offer that is not found elsewhere?

What is its intrinsic value?

How in-depth is the material?

Rationale

1. Web coverage often differs from print coverage.
2. Frequently, it's difficult to determine the extent of coverage
3. Sometimes Web information is just-for-fun or outright silliness.