

## Library Instruction 2

### Lesson 1: Orientation

#### Instructions

Check when done:

- \_\_\_\_\_ 1. Read the information in this lesson about Hartnell College Library.
- \_\_\_\_\_ 2. Take the "Walking Tour" of the library and fill in the blanks.  
Hand it in to the Reference Librarian. It will be returned for your future use.
- \_\_\_\_\_ 3. Complete Lesson 1.  
Turn in assignments to the Reference Librarian. Lessons will not be returned, but you will see and discuss them during your conferences.

### Lesson 1: LIBRARY INFORMATION

#### INFORMATION ABOUT HARTNELL COLLEGE LIBRARY

##### History

Hartnell College is one of the oldest community colleges in California. When the Homestead Avenue campus was built in 1937, a library was among the first buildings. The new Library & Learning Resource Center opened in June 2006. The new facility contains a rich array of technology resources including over 200 multi-media computers for students' research and academic needs, a video distribution system, study rooms with video displays, and an Information Competency Center along with the traditional library resources of books, media, periodicals, and study areas. On the library's web site there is a link to a library brochure that provides more detailed information about the various features, the locations, and the resources available in the library (<http://www.hartnell.edu/library/pdfs/Brochure.pdf>).

##### Services

The library offers a variety of services to college students, faculty, and staff. The library's web site (<http://www.hartnell.edu/library/>) is a good source for information about the library. There are three public service desks in the library. On the first floor as you enter the library is Circulation Services. The library technicians and student workers who staff this area can register you to use library services, check out reserve materials to you (such as your textbook), check out newspapers to you, and direct you to different locations in the library. At Media Services the instructional technology technicians can assist you with technical problems, help you with different software applications, and set up viewing of videos and DVDs for you. On the second floor at Reference Services, the librarians can assist you with research, suggest different search strategies and databases to match your research needs, and help you find the books, and journal articles that you need. The librarians also assist students with Library Instruction 2 and teach orientations for college classes when requested by faculty. Reference Services

offers many instructional handouts that provide information about the library, how to find information in the library, and research sources available. Many of these handouts are available on the library's web site.

Hartnell College Library belongs to a local library consortium, MOBAC (Monterey Bay Area Cooperative), and a worldwide network, OCLC. Through these relationships, the library can borrow books or obtain photocopies of articles. If you don't find something at Hartnell, ask at Reference Services about initiating an interlibrary loan.

### Library Collections

The library's book collection consists of about 50,000 different book titles, more than 200 magazine and newspaper subscriptions, microfilm, computer disks and CDs, electronic books (e-books), electronic databases, and videos.

The library's primary mission is to support and augment the instructional program of Hartnell College. Decisions to purchase materials are based on courses taught and programs offered at Hartnell. The library does not buy a great number of popular and recreational materials, such as best sellers, popular magazines, hobby materials, current movies and popular music. There is a "Current Interest" collection in the reading room. Here you might find a recent best-seller, science fiction, or mysteries. Your suggestions for this or any part of the library materials collection are welcomed. There is a suggestion for purchase form located on the library's web site <http://www.hartnell.edu/library/contact/form.html>.

Other library collections include the circulating book collection and the reference book collection. The circulating books are those located in the large book stacks on the second floor and may be checked out for two weeks at a time. The reference books are located near Reference Services, and these books are available for in library use only. Reference books include encyclopedias, dictionaries, directories, handbooks, and atlases. Many reference books are large format, expensive, heavy, and multi-volume sets. Usually a library user will look up information or facts in a reference book, take notes, or photocopy an article, rather than read the book cover to cover.

College and Career Reference is another book collection located on the second floor. These are reference books that relate to jobs, occupations, careers, colleges, universities, apprenticeships, internships, scholarships and financial aid.

The library has periodical collections (magazines, newspapers and journals) on both library floors. The most current issues of these publications are located on the first floor near the library entrance. Older issues are located near Reference Services. Microfilm copies of periodicals are also located here, stored in special cabinets. The library's web site provides access to thousands of periodical articles through the library's subscription databases and electronic resources. Periodicals must be used in the library and may not be checked out. There is a tutorial about periodicals on the plasma screen near Reference Services.

Media materials including videorecordings, dvds, cds, and bones and skeletons (for anatomy classes!) are located at Media Services. Most media items must be used in the library.

Special Collections is comprised of the Silliman Memorial Library, a unique collection of books on ornithology and natural history of the Pacific Coast, and the college archives. The Silliman collection includes rare and beautiful volumes on birds and early explorations of the Pacific area. The college archives contain old college newspapers, yearbooks, photographs, scrapbooks, college publications, and other memorabilia that provide historical information about Hartnell College. Access to Special Collections is by appointment.

The reserve collections are located at Circulation Services and Media Services. Reserves are materials that instructors have set apart from the other collections to be used by students in specific classes. Some of these materials are owned by instructors and others are library copies. Print materials (books, articles, tests) are located at Circulation Services and typically may be checked out for two hours for in library use only. The check out time for these materials is very brief because many students will be using the materials. An example of a reserve item is the textbook for this class. Media reserve items are located at Media Services.

The online catalog is the tool to use to find out which materials the library owns and where these materials are located. Lesson 3 focuses on the online catalog. The books are arranged on the book shelves by call number. Lesson 2 discusses call numbers and will give you more experience working with these. The plasma screen near the book stacks features a tutorial that provides information about using the online catalog and finding books on the shelves.

#### Library Staff

The Associate Vice President for Educational Technology & Library Services is in charge of the library. Three full time faculty librarians and five adjunct faculty librarians assist students with their reference and research needs at Reference Services. Library technicians, instructional technology technicians, an instructional technologist, a library services specialist, and student library assistants are other important members of the library staff and work at Circulation Services and Media Services.

Name \_\_\_\_\_

### Lesson 1 ASSIGNMENT

After completing the walking tour, locations in the library will be more familiar. Based on what you have read and observed, complete this assignment. There is also a library brochure with a map on the library web site that may be helpful to print out (<http://www.hartnell.edu/library/pdfs/Brochure.pdf>).

List five different kinds of information sources or materials that are located in the library.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Now list three different services that are offered in the library.

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

The library is open more limited hours during the summer session than during the fall and spring semester semesters. List two places in the library where you might find the library's summer hours.

9. \_\_\_\_\_ 10. \_\_\_\_\_

### **Library services & resources**

*Match the service or materials needed to the appropriate service location*

*Where in the library would you...?*

*Write the correct letter*

*Select each twice*

11. Locate textbooks on reserve? \_\_\_\_\_

a. Circulation  
Services

12. Get help finding journal articles for a research project? \_\_\_\_\_

b. Computer &  
Media Services

- |   |       |                       |
|---|-------|-----------------------|
| 13. Obtain assistance with LIB 2 assignments?   | _____ | c. Reference Services |
| 14. Get help creating an Excel graph?           | _____ |                       |
| 15. Register to use the library?                | _____ |                       |
| 16. Go to watch videos and dvds in the library? | _____ |                       |

On the second floor watch the two tutorials that are displayed on the plasma screens. One is near the book stacks and it is about finding books in the library. The second is near Reference Services, and it is about periodicals.

**Library collections**

*Match the materials needed to the appropriate collection & location*

- | <i>Needed item</i>  | <i>Write the correct letter</i> | <i>Select each once</i>       |
|---|---------------------------------|-------------------------------|
| 17. I need to check out a book on how to write a resume                     | _____                           | a. Reference books            |
| 18. I want to look up some biographical information about an author         | _____                           | b. Circulating books          |
| 19. I want to find a picture of my uncle in an old Hartnell yearbook        | _____                           | c. Periodicals                |
| 20. I need to read a peer-reviewed journal article for my sociology class.  | _____                           | d. Special Collections        |
| 21. Where can I browse through some new mystery or adventure books to read? | _____                           | e. College & Career Reference |
| 22. Where are books that list information about scholarships?               | _____                           | f. Current Interest           |

23. List one reason why reference books may not be checked out of the library.

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Go to the College and Career Reference section and browse through the books on the shelves. Select one book that might help you find information about a career you are interested in.

24. List the title of the book \_\_\_\_\_

25. What is the book's call number \_\_\_\_\_

26. Summarize in one sentence what the books says about this career. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Choose a theme subject to use throughout this course. At the end of each lesson, use the books and materials you learned about in that lesson to build a list of sources on your subject. Keep the complete bibliographic information about each source you find, and use it as part of the bibliography you create in Lesson 8.

27. Theme subject for LIB 2 \_\_\_\_\_

***Earn extra points!*** There may be some words or vocabulary used in this lesson that are new to you. List any words that are new to you here. You may earn up to five extra points--one point per new word.

28-32. \_\_\_\_\_

\_\_\_\_\_

Approximately how long did it take you to complete this lesson (assignments and reading)?

\_\_\_\_\_ hours \_\_\_\_\_ minutes

Your comments about the lesson:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you!