# FACULTY RESOURCE GUIDE

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Welcome to the Central Georgia Technical College Libraries!

The Library Staff are here to support your academic resource needs and want to assist you.

The Library provides:
- Print, video, and online information resources in support of the college’s curriculum
- Reference and research services
- Class orientations and library research/instruction sessions
- Interlibrary loan service for items not available in our library.

The Library is very interested in receiving your input regarding selection of materials and developing the collection. We value your suggestions for new materials to purchase for the Library in support of your programs. (See Appendix A for a “Suggest Materials for Library Purchase” form or access the form online at the Library website www.centralgatech.edu/library under the menu heading “FACULTY SUPPORT.”)

CGTC faculty, students, and staff from all campuses, county centers, and online locations have full access to CGTC Library Services and use of the Warner Robins, Macon, and Milledgeville libraries. Class instruction in the use of online and traditional library resources may be scheduled in advance and coordinated to include course specific research, library competencies, or class assignments. Books, periodicals, and videos may be requested for use at all locations.

If you have any questions or requests please do not hesitate to contact us at the Library e-mail address listed above. There is also a comprehensive list of Library staff, contact numbers, and e-mail addresses listed on the next page. We look forward to hearing from you!

Library Mission Statement

The mission of the Central Georgia Technical College Library is to support and enhance the mission of the College by providing services and resources which contribute to the curricular, professional, and individual development needs of the College community. The Library provides accessible collections and user instruction in a variety of delivery modes and seeks to stimulate and encourage independent development and lifelong learning.
WARNER ROBINS CAMPUS LIBRARY

Library Personnel:

Belle Bush    Reference/Instruction Librarian    218-3290    ibush@centralgatech.edu
Stephanie Crane    Reference/Instruction Librarian    218-3291    scrane@centralgatech.edu
Peggy Colbert    Library Assistant/Cataloger    218-3293    pcolbert@centralgatech.edu
Hal Clay    Library Assistant    218-3318    hclay@centralgatech.edu
vacant    Library Assistant    218-3238    vacant@centralgatech.edu

Library Hours – Warner Robins Campus:

Monday-Thursday    7:45 AM-8:00 PM
Friday    7:45 AM-3:00 PM
Sat-Sun    Campus closed

Location of the Warner Robins Campus Library:

A Building, Room A-108. Mailing address: Central Georgia Technical College Library, 80 Cohen Walker Dr. Warner Robins, Georgia 31088.

MACON CAMPUS LIBRARY

Library Personnel:

Neil McArthur    Executive Director of Libraries    757-3548    nmcarthur@centralgatech.edu
Allison Repzynski    Reference/Instruction Librarian    757-3547    arepzynski@centralgatech.edu
Lyn Young    Evening/Weekend Librarian    757-3549    lyoung@centralgatech.edu
Charlene Floyd    Library Assistant – Day    757-3549    cfloyd@centralgatech.edu
David Barbee    Library Assistant – Evening    757-3549    dbarbee@centralgatech.edu

Library Hours – Macon Campus:

Monday-Thursday    7:45 AM-8:00 PM
Friday    7:45 AM-3:00 PM
Sat-Sun    Campus closed

Location of the Macon Campus Library:

I Building, 2nd Floor. Mailing address: Central Georgia Technical College Library, 3300 Macon Tech Dr., Macon, Georgia 31206.
MILLEDGEVILLE CAMPUS LIBRARY

Library Personnel:

Carter Nipper  Librarian  445-2319  cnipper@centralgatech.edu
Joelle Etheridge  Evening Librarian  445-2333  jetheridge@centralgatech.edu
Teri Garnto  Library Assistant  445-2338  tgarnto@centralgatech.edu

Library Hours - Milledgeville Campus:

Monday-Thursday  7:45 AM-8:00 PM
Friday  7:45 AM-3:00 PM
Sat-Sun  Campus closed

Location of the Milledgeville Campus Library:

Room H-201 in the Center for Health Sciences, Milledgeville Campus. Mailing address: Central Georgia Technical College, Milledgeville Campus Library, 54 Highway 22 West, Milledgeville, Georgia 31061.
The CGTC Library Services website provides access to resources, services, user guides, handouts, tutorials, and faculty request forms from the right navigation links entitled: “Library Resources”, “Library Services”, “Library Handbook, Guides, & Tutorials”, and “Faculty Support”.

**Accessing the Library Services website from the CGTC Home Page:**

- Go to the “CGTC Home Page” (www.centralgatech.edu)
- Select the Academics tab, then Academic Resources, then click Library.
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 website or web address above, an alternate IP address access method is provided below.

Library Catalog from the CGTC Library Services Website:

- Go to the “CGTC Library Services Site” (www.centralgatech.edu/library)
- Click on “Library Resources” in the right navigation menu. Click on the “Library Catalog @ CGTC” drop-down menu. Click “Go to Library Catalog”.

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 (electronic books 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) searched. For more detailed 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 an “Electronic Resource” 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 as 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 an “Electronic Resource” 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 Warner Robins, Macon, 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”.

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**Periodical Collections**

The Warner Robins, Macon, and Milledgeville libraries subscribe to over 300 print periodicals. Current periodical lists are available online at the CGTC Library Services website under the heading “LIBRARY RESOURCES”. Campus holdings are listed alphabetically and by subject/program. Faculty may check-out periodicals for a one week loan period by visiting one of our libraries or requesting by phone or email.

GALILEO, an online collection of full-text research and information databases, provides access to thousands of electronic magazines, journals, and newspapers in all disciplines. The *EBSCOhost* and *ProQuest* databases are the premier full-text article databases. Step-by-step searching instructions for these two databases are located in this guide and on our website under the heading “LIBRARY HANDBOOK, GUIDES & TUTORIALS.”

**Video Collections**

Instructional videos are available for Faculty to check-out for classroom use. Videos circulate for a one week loan period and may be renewed for one additional week if no requests are pending. Current video lists are available online at the CGTC Library Services website under the heading “LIBRARY RESOURCES”. The video lists are arranged by subject/program areas. Videos are not available for check-out to students; however students may view videos within our Warner Robins, Macon, and Milledgeville Campus libraries when convenient.

**Circulation Policies**

Books in the general collection circulate for a two week period. Books may be renewed as often as needed providing there are no holds on a title. Videos and periodicals circulate for a loan period of one week and may be renewed for one additional week if no requests are pending. Reference books may be checked-out for a period of three days.

**Requesting Materials for Check-Out:**

Faculty and staff may request to check-out materials by walk-in, telephone or e-mail. Items can be held for pick-up at the front library desk at our Warner Robins, Macon, or Milledgeville campus libraries or can be sent by campus mail to your teaching location.

Library staff will follow-up on the status of your materials requests within 24 hours during the work week or the first work day of the following week if requested on the last day of the work week. If you need to contact us sooner, please feel free to telephone us.

The Library will notify you when requested materials are being held at the library desk or mailed to your location. Depending on your instructional location, mailed materials may be placed in your faculty mailbox for pick up or administrative/instructional support personnel may contact you with instructions for pick up. If you are requesting library items for the first time, we will create a library card and library patron account for you and send your library card along with the material requested.
Scheduling Your Classes for Library Instruction

The Library is pleased to schedule Library Instruction Classes during your regular class time. Please contact the Library in person, by phone, e-mail, or online request form prior to the beginning of each semester to ensure staff and facility availability. You may also schedule follow-up research days for your class to work on assignments. There is a one week minimum advance notice requirement for scheduling classes and your request will be contingent upon no pre-existing conflicts. However, we will make every effort to accommodate your request or schedule a convenient alternate date.

A “Library Class Instruction/Orientation Request Form” is provided in Appendix A of this guide and is available online at the Library website under the heading “FACULTY SUPPORT”. Please provide us with advance copies of any library class assignments to optimize staff preparation.

Suggestions for Adding Materials to the Library Collection

We value faculty input about the library collection and encourage you to recommend materials for addition. (See Appendix A for a “Suggest Materials for Library Purchase” form or access the form online at the Library website (www.centralgatech.edu/library) under the heading “FACULTY SUPPORT”.

Interlibrary Loan Requests

If we are unable to provide a book or journal article from our Library’s collection, we often are able to supply it through Interlibrary Loan (ILL).

To request an Interlibrary Loan item please visit the Library home page and select the “FACULTY SUPPORT” > “Interlibrary Loan Request Form” links. Or you may e-mail us with your requests at library@centralgatech.edu. Library staff will follow-up on the status of your request and notify you when the item arrives.

Best wishes with your classes – Please let us know how the Library can assist you further!
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 website and can be accessed directly by the web address above. No password is needed to access GALILEO from CGTC’s Warner Robins, Macon, and Milledgeville campuses or the Hawkinsville WDC, Crawford, Monroe and Putnam county centers. A password is needed to access GALILEO at home or other center or location. The GALILEO password 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. Faculty are notified of the new GALILEO Password each semester via the college’s Faculty E-Mail Listserv.

To request the GALILEO Password:

1. Send e-mail to library@centralgatech.edu
2. Put “GALILEO Password Request” in the subject line
3. Include your name, title, program and location of your campus or county center

The password is case sensitive and must be entered in all lower-case letters.

No password is required for GALILEO access on the Warner Robins, Macon, or Milledgeville Campuses, or the Hawkinsville WDC, Crawford, Monroe or Putnam Centers. Faculty teaching or working at other county centers or off-campus locations will need to use a password.

Scope and Coverage of GALILEO Databases

A “GALILEO Database Description List” is accessible at the “FACULTY SUPPORT” link on the Library Services website. This annotated list provides additional information about the scope and coverage for each of the GALILEO databases. Database descriptions are also available in GALILEO by clicking 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.
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 right navigation menu.

3. Click on “EBSCOhost Search” then click on “Go to EBSCOhost Search”

* 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 name and program.

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](http://www.centralgatech.edu/library)

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

3. Click on “ProQuest Search” then click on “Go to ProQuest Search”.

   * 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 name and program.

4. **Type your search terms** in the text box and click the green 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 or Text+Graphics articles use the standard print options at top toolbar; for 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 light gray 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](http://www.centralgatech.edu/library)
2. Click on “Library Resources” in the right navigation menu.
3. Click on “eBooks on EBSCOhost” then click on “Go to eBooks on EBSCOhost”

*Off-campus users will be prompted for the current GALILEO password. To request the password, send an email to [library@centralgatech.edu](mailto:library@centralgatech.edu). In the subject line type “GALILEO Password Request” and in the body include your name and program.*

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.
eBooks on ProQuest contains over 135,000 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 right navigation menu.
3. Click on “eBooks on ProQuest” then click on “Go to eBooks on ProQuest”.

*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 name and program.

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 over 28,000 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 home page: 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 start at the CGTC Library Services home page: www.centralgatech.edu/library
Click on “Library Resources” in the right navigation menu. Click on the “Films On Demand” drop-down menu. Click “Go to Films On Demand”.

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 name and program.

* 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](http://www.centralgatech.edu/library)
2. Select “Library Resources” from the right navigation menu.
3. Click on “Opposing Viewpoints” then click on “Go to Opposing Viewpoints”.

*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 name and program.*

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.

6. The **Topic Page** will display two center columns of categories entitled “**Featured Viewpoints**”, “**Academic Journals**”, “**Statistics**”, “**News**”, “**Audio**” etc.

*Select “**Featured Viewpoints**” 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 home page:** 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. Select “Library Resources” from the right navigation menu. Click on “Learning Express” then click on “Go to Learning Express”.

3. Create your user account by clicking on Register 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 button to the right.

9. Review the instructions. Choose the desired Test Mode in the right column, and click on the button.

* For an online tutorial and additional information go to: [http://libguides.centralgatech.edu/learningexpress/](http://libguides.centralgatech.edu/learningexpress/)
CGTC Library “How To Guides”

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 ACCUPLACER exam? Need to watch a video on Films on Demand? Or other need?

1. Accessing LibGuides:
   - By website: http://libguides.centralgatech.edu
   - Or visit the CGTC Library home page: www.centralgatech.edu/library
     Select “Library Resources” from the right navigation menu. Click on “LibGuides” then click on “Go to LibGuides”.

2. Searching for help on LibGuides:
   - 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”.
   - 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:
   - Once you have chosen a page to view, read through all of the information on the page to find answers to your questions.
   - 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.
   - 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.
CGTC LIBRARY CLASS INSTRUCTION REQUEST

INSTRUCTOR:_________________________  SEMESTER:_________________________

COURSE:___________________________  NUMBER OF STUDENTS:_____

DATE OF CLASS:___________________  TIME:_____________TO:_____________

LOCATION:   ___Warner Robins   ___Macon   ___Milledgeville   ___HC Career Academy
             ___Hawkinsville WDC   ___Crawford   ___Dooly   ___Jones   ___Monroe   ___Peach   ___Pulaski
             ___Putnam   ___Twiggs

BRIEF DESCRIPTION OF LIBRARY ASSIGNMENT AND TOPICS TO BE RESEARCHED:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

CHECK THE APPROPRIATE AREAS TO BE INCLUDED IN INSTRUCTION:

GALILEO _______  Specific Databases? ______________________________

LIBRARY CATALOG _______  ______________________________

PERIODICALS _______  AUDIO/VISUAL RESOURCES _______  eBookS _______

LIBRARY CARD PROCEDURE/ CIRCULATION POLICIES _______

ALL OF THE ABOVE _______  OTHER ______________________

* LIBRARY CLASSES SHOULD BE SCHEDULED AT LEAST 1 WEEK IN ADVANCE *
INTERLIBRARY LOAN REQUEST
Central Georgia Technical College Library

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: _______________________________________________________

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LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

The books in this Library 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. The Librarian will be happy to assist you if you are unable to find the book that you need.

A  General Works
A  General Works
AE  General Encyclopedias

B  Philosophy-Religion
B-BJ  Philosophy
BF  Psychology
BL-BX  Religion

C  Auxiliary Sciences
Of History
CB  History of Civilization
CT  Biography

D  History: General
and Old World
D  World History, World Wars
DA  Great Britain
DD  Germany
DK  Russia, Former Soviet Republics
DS  Asia
DT  Africa

E-F  History of
America
E  1-143 America
E  151-857 U.S.
E  184.5-185.98
   African-Americans
F  1-957 States & Local
F  1001-1140 Canada
F  1201-3799 Latin America

G  Geography,
Anthropology,
Folklore
G  Geography
GB  Physical Geography
GE  Environmental Sciences
GN  Anthropology
GR  Folklore
GT  Manners and Customs
GV  Recreation

H  Social Science
HA  Statistics
HB-HJ  Economics
HC  Economic History
HD  Industries
HF  Commerce
HF  5546-5548.85
   Office Management
HF  5601-5689
   Accounting
HG  Finance
HG  179 Personal Finance
HG  4001-4285
   Business Finance
HM-HX Sociology
HQ  Family
HV  Criminology

J  Political Science
JA-JC  Political Science
JF-JQ  Political Institutions
   & Public Administration
JK  United States
JS  Local Government
JX  International Law

K  Law
K  3566-3578
   Public Health Law
K  3601-3674
   Medical Legislation
K  3740-3762
   Education Law
K  3840-4375
   Regulation of Industry,
   Trade, and Commerce;
   Occupational Law
KF  United States Law
KF  2915
   Legal Aspects of Nursing
KFG  Georgia Law

L  Education
LB  Theory and Practice
LB  1140-1140.5
   Preschool Education
LB  2353.48 ACT Test Prep
LB  2353.57 SAT Test Prep
LB  3060.33 GED Test Prep
LC  Special Aspects of
   Education
LD  Individual Institutions –
   United States
LT  Textbooks

M  Music
M  Scores
ML  Literature of Music
MT  Musical Instruction

N  Fine Arts
NA  Architecture
NC  Graphic Arts
ND  Painting
NK  Decorative Arts

P  Language &
Literature
P  Philology & Linguistics
PA  Classical Languages
   & Literature
PE  English
PG  Slavic Languages
   & Literature
PJ-PL  Oriental Languages
   & Literature
PN  General & Comparative
   Literature
PQ  Romance Literature
PR  English Literature
PS  American Literature
PT  Germanic Literature
PZ  Fiction in English
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<th>Class</th>
<th>Subclass</th>
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