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Introduction to CGTC 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 website [www.centralgatech.edu/library](http://www.centralgatech.edu/library) is an excellent starting point in conjunction with using this handbook. Instructions for accessing the CGTC Library website 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 website or accessible directly at [http://www.galileo.usg.edu/](http://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/](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, hours of operation, and contact information are available online at our CGTC Library website. 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 website provides access to resources, services, user guides, handouts, tutorials, and additional library information from the right column navigation headings entitled: “Library Resources”, “Library Services”, “Library Handbook, Guides & Tutorials”.

Accessing the CGTC Library website from the CGTC home page:

- Go to the “CGTC home page” www.centralgatech.edu/library
- Select the Academics tab, then Academic Resources, then Library.
Accessing the Library Catalog from the CGTC Library Website:

- Go to the “CGTC Library website” www.centralgatech.edu/library .
- Select “Library Resources” in the right navigation menu.
- Select “Library Catalog @ CGTC” then select “Go to Library Catalog”.

About the Library Catalog:

Primo, the Library catalog, provides access to physical materials housed in our Warner Robins, Macon, and Milledgeville campus libraries as well as thousands of full-text eBooks, online videos, articles, and more. Use basic Search or Advanced Search to search by title, author, or subject. Use Browse Search to search by call number. Select a title in the results list for more detailed information about that item. Catalog records for print materials include a call number, location, and availability and eBook records provide a web link to the online full-text.

Sign-in to Primo in order to:

- View full search results (some databases only show results when you're signed in.).
- Access electronic resources.
- Request resources.
- Renew items you have checked out.
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 Warner Robins, Macon, 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. GALILEO may be accessed from any networked computer on campus or at our centers and is also available off-campus via password access. Detailed information on how to search GALILEO’s two premier full-text periodical databases, EBSCOhost and ProQuest, is provided within this handbook.

The Warner Robins, Macon, and Milledgeville campus libraries subscribe to over 150 current print periodicals in support of the college’s academic programs. Current periodical lists are available online at the CGTC Library website under the heading “LIBRARY RESOURCES”. Campus holdings are listed alphabetically and by subject/program. 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.

Video Collections

Instructional videos are available for student viewing within the Warner Robins, Macon, and Milledgeville campus libraries at individual TV/VCR and TV/DVD viewing stations. Video lists are available on the CGTC Library website under the heading “Library Resources”. Videos do not
circulate outside of the Library. Faculty are permitted to borrow videos 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 5 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, viewing 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, or 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, or 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, or 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.

**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.

**Library Hours/ Locations / Contacts**

**CGTC Warner Robin 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.
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

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.

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

Contact the Library:
E-Mail: library@centralgatech.edu
Phone: 478-757-3549

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.

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
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 website 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:

1. **GALILEO Password on Student Portal**
   - Go to the CGTC Student Portal: [https://portal.centralgatech.edu/](https://portal.centralgatech.edu/).
   - Login using your student username/password (same as network login).
   - On Student Portal home page, select the “Resources” tab.
   - Scroll down and locate the “GALILEO” entry.
   - The password is listed here.

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:
     1. Your First and Last Name.
     2. Your CGTC ID Number.
     3. Your Course Name and Number.

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

Scope and Coverage of GALILEO Databases

To learn additional information about the scope and coverage of any of the GALILEO databases select 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** website [www.centralgatech.edu/library](http://www.centralgatech.edu/library).

2. Select **Library Resources** from the right navigation menu.

3. Select **EBSCOhost Search** then **Go to EBSCOhost Search**.

   *Off-campus users need the current GALILEO password. Send an email to [library@centralgatech.edu](mailto:library@centralgatech.edu) with subject “GALILEO Password Request” and your Student ID# and name in body of the message.

4. **Enter your search terms** in the text box beside the blue **EBSCOhost** button and select the **Search** button.

5. **Search results display 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:** select a link beneath the title labeled **HTML Full Text** or **PDF Full Text**.

7. **To print the article:** For HTML Full-Text articles, select 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. Select **Results List** to return to the list of magazine articles.

9. **Revising EBSCOhost Search Selections**
   A. Select the blue **Choose Databases** link above the search box.
   B. Remove databases by selecting the small box next to the database name, which removes the check mark.
   C. After removing check marks next to any unwanted databases, select the **OK** button.
Finding Journal, Magazine & Newspaper Articles using ProQuest Search

1. Start at the CGTC Library website www.centralgatech.edu/library.
2. Select Library Resources from the right navigation menu.
3. Select ProQuest Search then Go to ProQuest Search.
   *Off-campus users need the current GALILEO password. Send an email to library@centralgatech.edu with subject “GALILEO Password Request” and your Student ID# and name in body of the message.
4. Enter your search terms in the text box and select the teal button with the magnifying glass.
5. Search results display 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: select the blue 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 on the right side menu. To print Full Text-PDF articles select the printer icon on the Adobe toolbar.
8. Revising ProQuest Database Selections
   A. Select Databases on the gray bar at the top of the page.
   B. Remove databases by selecting the small box next to the database name, which removes the check mark.
   C. After removing check marks next to any unwanted databases, select the Use selected databases button at the top of the page.
eBooks on EBSCOhost

eBooks on EBSCOhost contains over 240,000 academic eBooks. You can search by author, title, subject, keyword, publisher, ISBN or category. You can search every word in every eBook, or search within a particular eBook.

1. Start at the CGTC Library website www.centralgatech.edu/library.
2. Select Library Resources from the right navigation menu.
3. Select eBooks on EBSCOhost then Go to eBooks on EBSCOhost.

*Off-campus users need the current GALILEO password. Send an email to library@centralgatech.edu with subject “GALILEO Password Request” and your Student ID# and name in body of the message.

4. Enter your search terms in the “Search” box and select “Search.” Default searching is by keyword, but you may search by Title, Author, or Subject. Select “Advanced Search” for other search capabilities.

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

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

7. Additional 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 page range (page limit displays in yellow).
   D. Select the “Save PDF” button, open the PDF and print pages.

9. Options to download, email, obtain citations and other options are available along the top horizontal menu.
**eBooks on ProQuest**

Ebook Central contains over 800,000 academic eBooks. You can search by author, title, subject, keyword, ISBN or category. You can search every word in every eBook, or search within one eBook.

1. Start at the **CGTC Library** website [www.centralgatech.edu/library](http://www.centralgatech.edu/library).

2. Select **Library Resources** from the right navigation menu.

3. Select **eBooks on ProQuest** then **eBooks on ProQuest**.

   *Off-campus users need the current GALILEO password. Send an email to library@centralgatech.edu with subject “GALILEO Password Request” and your Student ID# and name in body of the message.*

4. **Enter your search terms** in the “Search” box and select “Search.” Default searching is by keyword, but you may search by Title, Author, or Subject. Select “Advanced Search” for other search capabilities.

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

6. Locate the eBook title you want to view from the results list and select the title to view the book summary and table of contents.

7. You can read the book by either selecting the “Read Online” button or selecting a section from the Table of Contents.

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

   E. Select the “Read Online” option.
   F. Select the printer icon from top horizontal menu.
   G. Select “Current Page” or range of pages.
   H. Select the “Continue” button to generate the PDF.

9. Options to download, email, obtain citations and other options are available along the left side of the book summary page.
Films On Demand
Films On Demand provides access to over 29,000 video programs covering academic, career, and technical education areas. You can search by keyword or browse by subject or collection.

1. Start at the CGTC Library website www.centralgatech.edu/library.

2. Select Library Resources from right navigation menu.

3. Select Films On Demand then Go to Films On Demand.

*Off-campus users need the current GALILEO password. Send an email to library@centralgatech.edu with subject “GALILEO Password Request” and your Student ID# and name in body of the message.

4. Searching for videos in Films On Demand:
   A. Enter your search terms in the Search box at the top of the page and select the red button to search.
   B. A list of video titles will display on a new page.

5. Viewing videos on Films On Demand:
   A. When you find a video in the results list, select the video title or picture to open it.
   B. To view the video, select anywhere on the video player to start.
   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.

* For an online tutorial and additional information go to: http://libguides.centralgatech.edu/FOD
Opposing Viewpoints

Opposing Viewpoints covers current social issues, providing pro and con viewpoint essays, topic overviews, and primary source documents.

1. Start at the CGTC Library website www.centralgatech.edu/library.

2. Select Library Resources from the right navigation menu.

3. Select Opposing Viewpoints then Opposing Viewpoints.

   *Off-campus users need the current GALILEO password. Send an email to library@centralgatech.edu with subject “GALILEO Password Request” and your Student ID# and name in body of the message.

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. Select a Topic Name to retrieve information on that topic.

6. The Topic Page displays two columns of boxed categories titled:
   - Featured Viewpoints | Viewpoints.
   - Academic Journals | Statistics.
   - Primary Sources | Audio.
   - News | Images, etc.

7. Select Featured Viewpoints to display six featured articles that share opposing viewpoints on your topic.

   **To view the feature article:** Select the blue underlined article title to open and display full article. The Tools navigation menu at right provides options to print, email, and save the article.

8. **To cite the article:** Look at the very end of the article/screen for Source Citation. This citation will go on the “Works Cited” page, but will need to be double-spaced.

9. **To return to the Topic page and select another article:** Select the small blue underlined word Topic above the article title.
Learning Express
Learning Express has practice tests for academic and career entrance exams, certification and licensure exams, English and math skills tutorials, eBook study guides, and more.

1. Start at the CGTC Library website www.centralgatech.edu/library.

2. Select Library Resources from the right navigation menu.

3. Select Learning Express then Go to Learning Express.

4. Create an account:
   A. Select the Sign In/Register link, then on the next screen select Register.
   B. Enter the required information and select Register.
      *The last two lines on the account form ARE NOT required. Leave blank. Student ID# and Course Section# do not apply to CGTC students.

5. Select Centers from the top horizontal menu to select a center.
   Popular centers: Career Preparation (Entrance and Occupation Exams). College Students (Math, Reading, & Grammar and Writing Review).

6. Within a center, select an option from the menus, then further locate and select the module you wish to launch.
   Example: In Career Preparation select Prepare for an Entrance Exam, and then select Health Occupations Practice Entrance Tests then choose a subject.

7. Begin the chosen activity by selecting Start Tutorial, Start Test, or Download eBook.
   You can take each test as many times as you want.

8. Select your username, then the My Center link from the top horizontal menu to access previous tests taken.
LibGuides
LibGuides provide “how to” help in using CGTC’s library 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:
   a. Access LibGuides directly: libguides.centralgatech.edu/.
   b. Or start at the CGTC Library website www.centralgatech.edu/library. Select Library Resources from the right navigation menu, select LibGuides, then Go to LibGuides.

2. Searching for help on LibGuides:
   a. Type your keyword search terms in the Search textbox at the top of the page and select 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 or type using the tabs at the top of the page or by most popular or most recent pages using the drop-down list 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. Most guides 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 “Library Policies”, “Books”, “Journals”, and more.

   ![Library Orientation: 1. Getting Started](image)

   Library Orientation: 1. Getting Started
   Overview of (1) what resources are available and (2) how to find them in the CGTC Library.


   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: _______________________________
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MT Musical Instruction

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NA Architecture
NC Graphic Arts
ND Painting
NK Decorative Arts

P Language & Literature
P Philology & Linguistics
PA Classical Languages & Literature
PE English
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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QA 75.5-76.95 Computer science
QA 101-699 Mathematics
QC Physics
QD Chemistry
QM Human Anatomy
QP Physiology
QR Bacteriology

R Medicine
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