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LIBRARY SERVICES

LIBRARY HANDBOOK



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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, or other off-campus training programs our students are entitled to the full-level of library resources and services CGTC can provide.

The CGTC Library website 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 through Primo, the online catalog. 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. Off campus users will be prompted to enter their network login, which is the same as the one used for the student email account.

The [CGTC 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. 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!

CGTC Library Website

www.centralgatech.edu/library

Home - Library

LIBRARY

Welcome to the Library at Central Georgia Technical College. Please let us know how we can assist with your educational pursuits.

Warner Robins Campus
A Building, Room 108
Phone: (478) 988-6863

Macon Campus
I Building, Room 201
Phone: (478) 757-3549

Milledgeville Campus
H Building, Room 201
Phone: (478) 445-2333

Email: library@centralgatech.edu
Comments, suggestions? Submit them [here](#).

LIBRARY

- Library Resources
- Library Services
- Library Handbook, Guides & Tutorials
- Library Staff
- Faculty Support

SEARCH THE LIBRARY

ask? A LIBRARIAN

LIBRARY ORIENTATION

Library Hours:
Monday - Thursday: 7:45 AM - 8 PM
Friday: 7:45 AM - 3 PM
Saturday - Sunday: Campus Closed

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.

CGTC Library Catalog

The screenshot shows the CGTC Library Catalog homepage. At the top left is the CGTC Library Services logo. A navigation bar contains links for NEW SEARCH, FEATURED COLLECTIONS, PROGRAM RESOURCE LISTS, JOURNAL SEARCH, and ASK A LIBRARIAN. On the right of the navigation bar are icons for a refresh button, a notification bell, and links for Sign in and Menu. Below the navigation bar is a dark blue search bar with the placeholder text "Enter search here..." and a magnifying glass icon. To the right of the search bar is a link for "ADVANCED SEARCH". The main content area is divided into three columns. The left column is titled "Searching CGTC Library Resources and Services" and contains a welcome message, search tips (using quotes and wildcards), and sign-in instructions (renewing books, requesting resources, and viewing full results). The middle column is titled "CGTC Library Links" and contains a link for "Library Homepage, Hours, & Locations GALILEO". The right column is titled "Questions? Comments?" and contains a link for "Contact Us" with a brief description of library staff availability.

Accessing the Library Catalog from the CGTC Library Website:

- Go to the “CGTC Library website” www.centralgatech.edu/library.
- Select “Search the Library.”

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. 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 the catalog 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)

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. See the Check-Out / Circulation Policies and Procedures on the next page for more information about borrowing physical materials from the libraries.

eBooks, Videos & Periodicals (Magazines, Journals, Newspapers, etc.)

eBooks and most of the library's collection of instructional videos and periodicals are accessible online. These collections may be accessed through Primo (the library catalog), GALILEO (the statewide virtual library of Georgia), or from the [Library Resources](#) page. Off-campus users will be prompted to enter their student email and password for access.

Physical videos and periodicals that reside inside the libraries generally do not circulate outside of the library. Although, faculty are permitted to borrow these items for a 1-week period for classroom use.

Check-Out / Circulation Policies and Procedures

- Print books in the general collection circulate for a 21-day period. Books may be renewed in person, by e-mail, chat, or by phone if no other requests are pending for the material.
- There is a check-out limit of 5 books per patron for credit students. Adult Education borrowers have a check-out limit of 3 books.
- Books desired for check out but not owned by CGTC may be available through TechShare, public library, or interlibrary loan. Contact the CGTC library for help in borrowing an item from another library.
- Overdue Fines and Charges: There is a 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.

Off Campus / Distance Education / Online Only - Student Access to Physical Collections

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 check out items from the physical collection.

Adult Education students 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.

Students who are currently enrolled in online courses and reside more than 25 miles from the Warner Robins, Macon, or Milledgeville campus may request items from the physical collection. If approved, the library staff will send the items either to a nearby CGTC instructional site for pick up, or to a student's home address.

Requesting a Book for Check-Out and Delivery:

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

Requestor Information:

1. Your Name
2. CGTC ID Number
3. Instructional Program Area
4. Location of Your Training Center or Home Address

Book Information:

1. Book Title
2. Author
3. Call Number

You will be contacted by e-mail about your request. Please allow 24 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 on the way.

Library Hours/ Locations / Contacts

Warner Robins Campus Library

Hours:

Mon-Thurs 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

Mailing Address:

Central Georgia Technical College
Library A-108
80 Cohen Walker Drive
Warner Robins, Georgia 31088

Contact the Library:

E-Mail: hsanford@centralgatech.edu
Phone: 478-988-6863

Milledgeville Campus Library

Hours:

Mon-Thurs 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

Mailing Address:

Central Georgia Technical College
Library H-201
54 Highway 22 West
Milledgeville, Georgia 31061

Contact the Library:

E-Mail: agettys@centralgatech.edu
Phone: 478-445-2333

Macon Campus Library

Hours:

Mon-Thurs 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

Mailing Address:

Central Georgia Technical College
Library I-201
3300 Macon Tech Drive
Macon, Georgia 31206

Contact the Library:

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

[PRIMO – LIBRARY CATALOG](#)

Primo, CGTC’s library catalog, is a search tool for finding library books, as well as, eBooks, journal articles, and videos. You can also use Primo to (1) access your library account, (2) renew library books, (3) request items from the library, and (4) customize your search experience.

Accessing Primo:

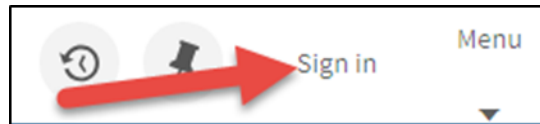
There are two ways to access Primo:

- A. Visit the catalog directly [here](#).
- B. Or visit the CGTC Library home page: www.centralgatech.edu/library, click the “Search the Library” icon on the right side of the page.



1. Logging in to Primo:

- A. Access your library account to renew books, request new items, and receive full access to online materials.
- B. Click the words “Sign In” in the upper right corner to login using your full CGTC student email address and password.



2. Searching Primo:

From the main page, you can do a basic or advanced search using keywords.

- A. Enter your keywords or search terms into the search bar, just as you would for a search engine (Google, Yahoo, etc.). You can search for subject, book title, author, or your program of study! Example searches: “Criminal Justice”, “Pass the PSB”, or “creating a resume”.
- B. On the results page, you can use the options on the left side of the page under “Refine my results” to find the right resource.
- C. To find just library books, choose “Available in the Library” under “Availability”.



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 **Videos**. Then choose **Films On Demand**.

*Off-campus users need to login using Single Sign On. The user ID and password are the same as used to access your student email accounts.

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 search icon 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>



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 **Exam/Test Prep** followed by **LearningExpress Prep Step for Colleges**.
*Off-campus users need to login using Single Sign On. The user ID and password are the same as used to access your student email accounts.
4. Create an account on Learning Express (first time users only):
 - 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 center: **Career Preparation** (Entrance and Occupation Exams).
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 a Nursing Exam**, and then choose a subject.
7. Begin the chosen activity by selecting **Start Tutorial, Start Test, Download eBook**, etc.
You can take a test or access a resource as many times as you want.
8. Select your name, then the **My Center** link from the top horizontal menu to access previously take tests and resources.



LibGuides

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 **Resources by Program**, then **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 left side of the page for the navigation tabs.
 - 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 .

Interlibrary Loan Request

To request an item from a non-CGTC library, fill out the Interlibrary Loan Request form located here: cgtc.io/ill

Library of Congress Classification System

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

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 2353.57 SAT Test
Prep

LB 3060.33 GED Test
Prep

LC Special Aspects of
Education

LT Textbooks

M Music

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
 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

Q Science

QA 75.5-76.95
 Computer science
 QA 101-699
 Mathematics
 QC Physics
 QD Chemistry
 QM Human Anatomy
 QP Physiology
 QR Bacteriology

R Medicine

RA Public Aspects of Medicine
 RB Pathology
 RB 24-33 Pathological Anatomy and Histology

RB 37-56.5 Clinical Pathology; Laboratory Technique

RC Internal Medicine

RC 86.7 Paramedic Technology

RD Surgery

RG Gynecology and Obstetrics

RJ Pediatrics

RK Dentistry

RK 60 Dental Assistant; Dental Hygienist

RM Therapeutics; Pharmacology

RM 300 Pharmacology

RS Pharmacy

RS 122.95
 Pharmacy Technician

RT Nursing

RT 41 Medical-Surgical Nursing

RT 62 NCLEX Test Prep

S Agriculture

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

T Technology

T 351-385 Engineering Graphics
 TA General Engineering
 TA 401-492 Materials

TD Sanitary & Municipal Engineering

TE Highway Engineering

TH Building Construction

TH 7005-7699 HVAC

TJ Mechanical Engineering

TJ 1135-1345 Machine Shops and Shop Practice

TK Electrical Engineering

TK 4660 Arc Welding

TK 5101-6720

Telecommunication

TK 5101.875 Internet

TK 7800-8360

Electronics

TL Motor Vehicles, Aeronautics,

TL 1-484 Motor Vehicles

TL 500-777

Aeronautical

Engineering

TP Chemical Technology

TP 492 Refrigeration

TR Photography

TR 897

Computer Animation

TS Manufactures

TS 156 Quality Control

TS 227 Basic Welding

TT 180-200

Woodworking

TT 950-979

Beauty Culture;

Hairdressing;

Cosmetology

TX Home Economics

U Military Science**V Naval Science****Z Bibliography & Library Science**

Z 52-52.5

Word processing;

Desktop Publishing