

January 2020



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, 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 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 the Primo, the online card 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 via Microsoft login to enter their student login and password, 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
Fax: (478) 988-6813

Macon Campus
I Building, Second Floor
Phone: (478) 757-3549
Fax: (478) 757-3545

Milledgeville Campus
H Building, Room 201
Phone: (478) 445-2333
Fax: (478) 445-2346

LIBRARY

Library Resources
Library Services
Library Handbook, Guides & Tutorials
Faculty Support
Take Our Survey

ask? A LIBRARIAN

Library Hours:
Monday - Thursday: 7:45 AM - 8:00 PM
Friday: 7:45 AM - 3:00 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 website. At the top left is the CGTC Library Services logo. In the center, there are two buttons: 'NEW SEARCH' and 'BROWSE SEARCH'. On the right, there are icons for a refresh button and a bookmark icon. Below this is a dark blue navigation bar containing a search input field with the placeholder text 'Enter search here...', a dropdown menu labeled 'CGTC Libraries', a magnifying glass icon, and a link to 'ADVANCED SEARCH'. The main content area is divided into three sections: 1. 'Accessing Library Resources and Services' which explains Primo's search capabilities and lists search tips (using quotes and wildcards) and sign-in instructions (renewing, requesting, and viewing full results). 2. 'CGTC Library Links' which includes 'Library Homepage', 'Hours and Locations', and 'GALILEO'. 3. 'Questions? Comments?' which includes a 'Contact Us' link.

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 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)

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 through searching in the library catalog. Off-campus users will be prompted to enter their campus ID and password. This is the same ID used to access campus email.

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 should contact the library to check on service options.

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 through Primo (the library catalog) from any networked computer on campus or at our centers and is also available off-campus via Microsoft login.

The Warner Robins, Macon, and Milledgeville campus libraries subscribe to many 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/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 21 day period. Books may be renewed 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 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: 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.

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.

Student library accounts 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:

Requestor Information:

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

Book Information:

1. Book Title
2. Author
3. Call Number

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, Bleckley, 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:

Requestor Information:

1. Your Name
2. Your Full Street Address
3. Your City, State, and Zip Code
4. CGTC ID Number

Book Information:

1. Book Title
2. Author
3. Campus Location
4. Call Number

Items that circulate are listed as shelved in the "Book Collection" or "Childrens Collection". "Reference" and "Reserve" 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: agettys@centralgatech.edu

Phone: 478-445-2333

[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:

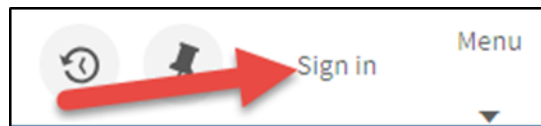
There are two ways to access Primo:

- 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 **Films On Demand** then **Go to Films On Demand**.

*Off-campus users need to login using the Microsoft Login prompt. The 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 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 to login using the Microsoft Login prompt. The ID and password are the same as used to access your student email accounts.

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.
7. **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**.
*Off-campus users need to login using the Microsoft Login prompt. The 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 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

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 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 .

**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: _____

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