

Library User's Guide

William M. Brish Library

Hagerstown Community College

Regular Semester Hours

Monday – Thursday

8:30 a.m. - 7 p.m.

Friday

8:30 a.m. - 4:30 p.m.

Closed Saturdays and Sundays

Contact Information

Phone: 240-500-2237

Email: library@hagerstowncc.edu

Mission Statement

The William M. Brish Library is committed to utilizing the latest technology to provide services and resources, both on and off campus, to meet the academic and professional needs of all members of the college community. The library subscribes to a variety of electronic resources and offers a strong core collection of physical materials that fully support the college's programs and curriculum. In support of student retention, librarians work to empower students to successfully locate and evaluate scholarly information by providing individual and group instruction, as well as point-of-need reference assistance. The library maintains a quiet and welcoming environment that fosters student success.

Library Resources

The library has a powerful core collection of physical materials and maintains three e-book collections with well over 120,000 items, as well as a streaming video collection that are all searchable through the Library Catalog. Electronic encyclopedias and handbooks are available to assist students in understanding a broad range of research topics, and 37 databases, including several online journals round out the library's electronic offerings. Students can log in to access the electronic resources from home using their network user name and password assigned to them by the Information Technology department.

E-books:

The library subscribes to Ebrary's Academic Complete collection of e-books. This subscription service is updated on a regular basis, providing students with access to over 100,000 current titles specifically chosen to support community college curriculum. Students can log in with their HCC network user name and password to create personalized copies by adding bookmarks and annotations and saving them to their own virtual bookshelves.

The library purchases individual e-books from Springer Link, an e-book service available from Springer, a publisher of scholarly and highly technical titles in the biomedical, behavioral and social science fields, as well as humanities, engineering, and computer sciences. This collection provides strong support for the Science and Biotech programs. Currently, there are close to 20,000 titles in this collection. Additionally, the library owns approximately 1,400 e-books that

are made available on the EBSCO e-book platform. The subjects vary, but this collection is heavy in literary criticism.

Streaming Video:

To support classroom instruction, the library subscribes to Films On Demand, a streaming video service from Infobase Learning. We currently receive the Humanities and Social Science, Science, Business and Economics, and Technical Education collections. These titles are used by faculty in many departments and they can be embedded into Moodle for easy student access.

Article Databases:

With 36 informational/ article databases and online journals, the library provides access to current research across a very wide range of subjects. Links to librarian created tutorials showing how to search particular databases can be found next to the database's name on the library's Article Databases page. More tutorials will be added as they are created, including videos. Below is a database list with descriptions:

- Academic Search Premier: Social sciences, humanities, science, and education in over 7,962 journals.
- ARTstor: Art, architectural, and archaeological images.
- Business Source Premier: Business and industry information from over 3,300 journals, magazines, and reports.
- Chronicle of Higher Education: News, opinions, blogs, statistics, and job postings in higher education.
- CINAHL: An index to over 1,200 journals and magazines in the nursing and allied health fields.
- CQ Researcher: In-depth reports on current and controversial issues.
- Criminal Justice Periodicals: Over 100 U.S. and international criminal justice journals.
- Education Journals: Over 300 education journals.
- ERIC: An index to research in education with full-text when available from other databases.
- Ethnic NewsWatch: Articles from over 200 sources reflecting opinions of ethnic and minority communities.
- European Views of the Americas: 1493 to 1750: An index to over 32,000 records on the early history of the Americas.
- GreenFile: An index to research on all aspects of human impact on the environment.
- Health Source: Consumer: Magazines and journals covering health issues, including 1,100 full-text pamphlets.
- Health Source: Nursing/Academic: Close to 1,000 medical and allied health academic and scholarly journals.
- The Herald-Mail Newspaper Archives: Hagerstown's newspaper without additional fees to HCC students, faculty, and staff.
- Historic Newspaper Index Project: Articles from seven newspapers of the Tri-State region dating from 1845 to 1849 and 1860 to 1865.

- Joanna Briggs Institute EBP Database: Search for articles and use EPB Tools to create a journal club to keep up-to-date with the latest research while learning how to critique research papers.
- Journal of Chemical Education: Full text of the journal from 1924 to present.
- Journal of Dental Hygiene: Full text of the journal from issue #3, volume #78, Summer 2004.
- Journal of the ACM: Current year of full-text articles, starting with the April 2014 issue (vol. #61 issue #2), and abstracts and references for archived issues.
- JSTOR: Full-text scholarly journals from the Arts & Sciences I collection: area studies, arts, business and economics, history, humanities, law, medicine and allied health, and science and mathematics.
- Learning Express Library: Academic and licensing practice tests or tutorials for students and adult learners.
- Lexis-Nexis Academic Universe: Over 4,000 completely full-text news, business, legal, and medical resources.
- Literature Criticism Online (Gale): Full text of the *Twentieth Century Literary Criticism* and *Short Story Criticism* series beginning with 2011 volumes.
- Literature Online: Over 350,000 works of literature, author biographical information, and literary criticism.
- Literature Resource Center: Biographies, literary criticism, articles, work overviews, and a literary-historical timeline.
- MEDLINE: National Library of Medicine database of abstracts with links to available full-text articles.
- Micromedex 2.0: Drug, disease, lab, toxicology, complementary, and alternative medicine information.
- Military & Government Collection: Over 1,000 journals, magazines, and pamphlets.
- National Newspapers: Full-text articles of *The New-York Times*, *The Wall Street Journal*, *The Washington Post*, *The Christian Science Monitor*, and *The Baltimore Sun*.
- Nursing & Allied Health Source: Over 600 journals in the nursing and allied health fields.
- Primary Search: Over 200 elementary school magazines with reading level indicators, and other resources.
- PsycArticles: Over 90 scholarly psychology journals from the American Psychological Association..
- Regional Business News: More than 75 journals, newspapers, and newswires from all metropolitan and rural areas within the U.S.
- Science Journals: Over 300 journals in the physical and life science fields.
- WHILBR: Correspondence, images, land patents, tax records and more relating to Western Maryland from 1787 to 1924.

Electronic Encyclopedias and Handbooks:

The library owns a selection of electronic encyclopedias from Gale's Virtual Reference Center (GVRL) and other independent vendors for the purpose of providing students with access to basic background information with which they can learn more about a topic and facilitate research. The GVRL titles can be searched with one search, allowing for quick access to articles

from a variety of perspectives. The library has also selected a few well known handbooks in the mathematical and science disciplines for student use that were available on the Internet for free. Below is a list of all of the electronic encyclopedias and handbooks:

- Alternative Energy (GVRL)
- American Decades: Primary Sources, v.11 (GVRL)
- American Eras: Primary Sources, v.1 (GVRL)
- American Indian History (GVRL)
- Biotechnology: In Context (GVRL)
- Black Literature Criticism: Classic and Emerging Authors since 1950 (GVRL)
- Charter School Movement (GVRL)
- Cities of the U.S. (GVRL)
- Computer Sciences (GVRL)
- Countries and Their Cultures (GVRL)
- Daily Life in the Hellenistic Age (GVRL)
- Drugs and Controlled Substances (GVRL)
- Encyc. of African American History (GVRL)
- Encyc. of American Immigration (GVRL)
- Encyc. of American Jewish History (GVRL)
- Encyc. of American Religions (GVRL)
- Encyc. of Business and Finance (GVRL)
- Encyc. of Business, Ethics & Society (GVRL)
- Encyc. of Community Policing & Problem Solving (GVRL)
- Encyc. of Drugs, Alcohol & Addictive Behavior (GVRL)
- Encyc. of Environmental Ethics & Philosophy (GVRL)
- Encyc. of Global Warming & Climate Change (GVRL)
- Encyc. of Latin American History and Culture (GVRL)
- Encyc. of Law Enforcement (GVRL)
- Encyc. of Management (GVRL)
- Encyc. of N. American Colonial Conflicts to 1775 (GVRL)
- Encyc. of Prisons & Correctional Facilities (GVRL)
- Encyc. of Public Health (GVRL)
- Encyc. of Race and Racism (GVRL)
- Encyc. of Religion in America (GVRL)
- Encyc. of Science, Technology, & Ethics (GVRL)
- Encyc. of Small Business (GVRL)
- Encyc. of Street Crime in America (GVRL)
- Encyc. of the American Revolution (GVRL)
- Encyc. of the Arab-Israeli Conflict (GVRL)
- Encyc. of the Supreme Court of the U.S. (GVRL)
- Encyc. of World Biography, v.1 - v.23 (GVRL)
- Encyc. of World Biography, v.24 (GVRL)
- Feminism in Literature (GVRL)
- Gale Encyc. of E-Commerce (GVRL)

- Gale Encyc. of Everyday Law (GVRL)
- Gale Encyc. of Genetic Disorders (GVRL)
- Gale Encyc. of Mental Disorders (GVRL)
- Gale Encyc. of Mental Health (GVRL)
- Gale Encyc. of Multicultural America (GVRL)
- Gale Encyc. of Neurological Disorders (GVRL)
- Gale Encyc. of Public Health (GVRL)
- Gale Encyc. of U.S. Econ. History (GVRL)
- Great Events from History: Modern Scandals (GVRL)
- Greenhaven Encyc. of Ancient Mesopotamia (GVRL)
- Greenwood Encyc. of Clothing in American History (GVRL)
- History of the American Cinema
 - Vol. 1: Emergence of Cinema (GVRL)
 - Vol. 2: Transformation of Cinema (GVRL)
 - Vol. 3: Evening's Entertainment (GVRL)
 - Vol. 4: The Talkies (GVRL)
 - Vol. 5: Grand Design (GVRL)
 - Vol. 6: Boom & Bust (GVRL)
 - Vol. 7: Transforming the Screen (GVRL)
 - Vol. 8: The Sixties (GVRL)
 - Vol. 9: Lost Illusions (GVRL)
 - Vol. 10: New Pot of Gold (GVRL)
- Human Geography: People and the Environment (GVRL)
- Ireland and the Americas (GVRL)
- Melton's Encyc. of American Religions (GVRL)
- Middle East Conflict (GVRL)
- Modern Scandals: 1904-2008 (GVRL)
- New Encyc. of Africa (GVRL)
- Princeton Encyc. of American Political History (GVRL)
- Reference Guide to Holocaust Literature (GVRL)
- Renewable & Alternative Energy Resources (GVRL)
- Scientific Thought in Context (GVRL)
- UXL Encyc. of Native American Tribes (GVRL)
- UXL Encyc. of U.S. History (GVRL)
- UXL Encyc. of World Mythology (GVRL)
- Voices of US Latino Experience (GVRL)
- Women & Politics Around the World (GVRL)
- World Education Encyc. (GVRL)
- World of Forensic Science (GVRL)
- Worldmark Encyc. of U.S. and Canadian Environmental Issues (GVRL)
- Access Science
- Encyc. Britannica Online
- Handbook of Mathematical Functions
- International Critical Tables

- Knovel Critical Tables
- Managing Chemical Reactivity Hazards
- Metallic Materials Properties
- Oxford English Dictionary
- Smithsonian Physical Tables
- Stanford Encyclopedia of Philosophy

Library Catalog:

As stated above, the Library's online catalog is the access point for the majority of its resources including e-books and streaming videos. Patrons can do a simple General Keyword search, click on the title of an electronic resource from the results list and then use the link embedded in the item record to access that resource on or off campus. Physical materials are listed with collection names and Library of Congress (LC) classification call numbers. For ease of use, the online catalog also offers Title Keyword, Author Keyword, Subject Keyword, and Series Keyword searches as well as the traditional alphabetical searches: Title Browse, Author Browse, Subject Browse, and Series Browse. Students may also search by International Standard Serial or Book Numbers (ISSN and ISBN respectively), barcode, LC call number, and alphabetically by course or instructor if looking for items placed on Reserve.

Students, faculty, and staff may place holds on any circulating items regardless of if they are on the shelf or checked out. If the item is on the shelf, a library staff member will pull it and place it on the Hold shelf at the library's service desk for pick up. If the item is checked out, they will be notified by email or phone when it is returned. A valid HCC ID and pin number are required to log in and place the hold. These are included in updates to the patron database in the library's automation software periodically throughout the semester. Students, faculty and staff may also log in to their accounts through the My Books feature (found under Services to the left on all library webpages) to be reminded of what they have checked out, any hold requests, and blocks on their records.

Additional Library Resources

The library offers additional resources through its website that can help students make the most of the research materials they find through the databases, library catalog or the open web. Links to several can be found in the tool bar at the top of the three main electronic resources pages (Article Databases, E-Books, and E-References), the Databases by Subject page, or under Services to the left on all library webpages.

Library Tutorials:

This is a collection of tutorials designed to provide students with useful information from picking a topic to developing keyword searches in databases. They were created by the Cooperative Library Instruction Project and have been made available through a Creative Commons license.

Topics: Deciphering Your Assignment, Developing a Topic, Generating Search Terms, Internet Searching Tips, Popular & Scholarly Sources, Primary & Secondary Sources, What is a Library Database?, Why You Need to Cite Sources, Incorporating Sources into

Your Paper, Getting Started With Your Research, Exploring Your Topic, Using Sources to Research Your Topic, Keywords, and Using One Good Source to Find More.

Mobile Apps:

Many database and other library resource vendors provide apps or mobile sites for students who prefer to use mobile devices. A page has been created and made available under Services on the left on the library's website that lists the apps by the name of the database or resource they support and includes where to find them as well as other important information necessary for their successful use. The library uses LibAnywhere, a mobile app that allows patrons to search the Library Catalog, as well as use a valid HCC ID and pin number to access the My Books feature described above.

EasyBib Citation Tool:

This subscription service will help students create citations for up to 59 different types of documents in nine separate styles, including MLA, APA, and both types of Chicago.

ResearchReady:

ResearchReady is an information literacy tutorial created by Imagine Easy, the same company that produces EasyBib. The library provides a link to this resource as a courtesy to students enrolled in ENG-101 who are required to complete it. It is administered by the Humanities department.

Plagiarism Resource Center:

Found under Services in the list of links to the left of each of the library's web pages, this page contains a list of websites for the use of students to assist in understanding what plagiarism is and how to avoid it, as well as help with paraphrasing, and citing resources. There are also links to pages that discuss plagiarism from a faculty perspective, and links to common plagiarism detection resources.

Resource Guides:

Also found under Services on the left of each library web page, these resource guides provide useful information to students in the PDF format for easy printing. They cover a variety of subjects that have proved to be useful to students, and are commonly handed out during library instruction sessions. More titles will be added as they are developed. The current topics include but are not limited to: A General Research Strategy, A Guide to Resources in Literary Criticism, APA Citation Guide, MLA Citation Guide, Tips for Evaluating Resources on the Web, and Tips for Identifying Scholarly and Professional Journals.

Physical Materials

The library contains collections of books, DVDs, and CDs that circulate for a limited period and are subject to fines if overdue. The library's periodical and reference collections remain in the library at all times. Valid HCC ID or Off-Campus Borrowers cards are required to check out all circulating items. A verbal recitation of an HCC ID number is not acceptable unless

accompanied by a photo ID and only at the discretion of a library staff member, not student workers.

Check Outs and Fines for Students and Off-Campus Borrowers:

Circulation books can be checked out for up to three weeks at a time and the overdue fine is \$.10 per day, per item. DVDs and CDs are limited to a one week check out and have a \$1.00 per day overdue fine, per item. Items that circulate for three weeks have a six day grace period before the fine is assessed. One week circulating items have a one day grace period. HCC students, faculty and staff may check out up to three DVDs or CDs at a time. The general public is limited to only two. Library items that are fifteen weeks overdue will be considered “lost.” Each “lost” library item results in a charge of \$65.00. The same charge is also assessed for library materials that are returned damaged. Fines under \$35.00 may be paid in cash at the library’s main service desk. Credit cards are not accepted by the library, but may be accepted at the Finance window in the ASA building.

Off-Campus Borrower Cards:

Members of the general public may sign up for an Off-Campus Borrower’s card by presenting a valid driver’s license or photo ID with proof of current address to the main service desk. A non-refundable fee of \$10.00 is charged to out-of-state residents.

Check Outs and Fines for Faculty and Staff:

HCC faculty and staff may check out items for a full semester. They are not charged overdue fines, but will be required to pay any assessed “lost” fees when leaving the employ of the college if items were never returned, or were returned damaged.

Reserve Materials:

Students are limited to two items at a time when checking out reserve materials. The library offers instructors four set circulating periods for any items they choose to have placed on reserve: 2 hour in-library-use only, 2 day, 5 day, and 7 day. There is a \$1.00 per day overdue fine, per item after a one day grace period. There is a \$1.00 an hour overdue fine per 2 hour in-library-use item, with a grace period of one hour.

Many instructors, and some departments, choose to have textbooks for their courses placed on reserve in the library. These materials are automatically limited to a 2 hour in-library-use only checkout unless the faculty member specifically requests otherwise. This allows daily access to a higher number of students, especially in the beginning of each semester when students may be waiting on financial aid.

Renewals:

Two renewals are permitted for circulation books only and they must be renewed before the item reaches overdue status. There are no renewals for DVDs, CDs, or Reserve items.

Library Services

Reference:

A librarian is available to assist students, faculty, staff, and members of the public at all times in the library. They also conduct formal reference shifts at the Learning Support Center (LSC), and are available for assistance in classrooms or other campus locations as requested. Librarians will soon be embedded in Moodle classes as well, reaching out to provide services at students' virtual point-of-need.

Library Instruction:

Faculty members may ask for research assistance in the classroom or more formal instruction on how to use library or open web resources by filling out the Library Instruction Request form found under Services on the left of all library webpages. The form is also sent by email to all full-time and part-time faculty members at the beginning of each semester. Several types of sessions are conveniently listed on the form (see below), but librarians will work closely with faculty members to design the session to meet their needs.

- Library webpage resources orientation
- Research assistance in the classroom
- Subject or class specific instruction
- Traditional instruction that includes a general research strategy, evaluate resources, citations, and searching specific databases
- Thirty minute information literacy presentation

Other Library Services

The services listed below are limited to students, faculty, and staff unless otherwise indicated.

Ask A Librarian:

This is the online reference question form for the use of all patrons, including members of the general public. All questions will be acknowledged, if not answered by the next business day. A link to this form can be found under Services on the left of all library webpages

Interlibrary Loan (ILL):

Students, faculty, and staff may request books and articles not available through the Brish Library by submitting either the ILL Book or ILL Article Request forms. The forms must be filled out as completely as possible, and HCC ID numbers are required as this service is not available to members of the general public. Students will not be charged any fees that are levied by the lending institutions and may indicate "NO" on the form. Links to these forms can be found by clicking on Interlibrary Loan under Services on the left of all library webpages

Study Rooms:

There are two study rooms available to students for a maximum of four hours at a time, and they may be reserved up to two weeks in advance. Students must bring a current HCC ID to the library's main service desk to make a reservation and gain admittance to the rooms.

Photocopier:

A photocopier is available to the HCC community and the general public. Copies can be made for \$.15 (b&w) and \$.45 (color). A change machine that will accept up to a \$20.00 bill is located next to the copier for convenience. The change machine does not accept credit cards. Patrons may ask for assistance at the library's main service desk.

Fax Machine:

Students, faculty, staff, and members of the public may send or receive faxes for \$.50 a page at the library's main service desk. Cash must be presented at the time the request is made. The library does not accept credit cards.

Color Printing:

Color printing is available for a fee of \$.25 per page. Students must bring the document (or URL) to the reference desk or supervisor's workstation at the library's service desk for assistance.

Office Supplies:

Single or small numbers of envelopes, index cards, and folders are available at a cost of \$.05 each at the library's main service desk. Larger numbers of these items are available for purchase in the HCC Campus Store.

Scanners:

There are two scanners available for the free use of students, faculty, staff, and the general public. The scanners are not meant to take the place of the photocopy machine, but are to be used for legitimate purposes, including class presentations.

ADA Workstations:

The library has three workstations with devices or software for the use of patrons with disabilities. One station has been set up for the visually impaired with an enlarger for books, a monitor that will zoom in on small text or images, a brightly colored mouse and keyboard with large keys. Another workstation has Kurzweil text-to-speech software and a scanner. A third workstation in one of the study rooms has Dragon speech-to-text software. Patrons can ask for assistance at the library's main service desk.

Library Computers:

The library provides thirty-five computers with Microsoft Office and Internet for the use of students, faculty, staff, and the general public. The HCC network user name and password should be used to log on to the computers whenever possible. Members of the general public may use the generic lab/student user name and password.

Instruction Lab:

The Library computer lab is restricted to registered HCC students only. Members of the public are not permitted to use the computers in the student lab. The lab is primarily used for library instruction sessions, or by faculty who wish to provide their students with computers during class sessions. The lab is heavily used by the English faculty for this purpose.

Library Guidelines

Links to the Circulation (Borrowing Library Materials), Behavior and Noise, and Acceptable Computer Use guidelines are available under Library Guidelines on the left of each of the library's webpages. The Circulation guidelines were discussed above under Check Outs and Fines. The other guidelines are abbreviated below for convenience.

Behavior and Noise:

"Noise" is defined as any sound or combination of sounds that are, or are likely to be, disruptive to other people's ability to concentrate. Conversations are to be kept to a minimum and those who need to work as a group are encouraged to reserve a study room. The library has designated "quiet study" areas to provide students with locations where there should be no talking. All patrons are requested to silence cell phone ringers and take all cell phone calls outside of the library.

Library staff will actively request quieter behavior, particularly if another patron registers a complaint. If staff members have to repeatedly ask a patron to quiet down, they will take the following steps:

- Second request - A valid HCC ID or other photo ID must be shown.
- Third request - The patron will be required to leave the library for the remainder of that day.

Refusal to comply to any of these requests will result in Campus Police being called to escort the patron out of the library. Repeated noisy behavior over more than one day may result in that person being banned from the library for the remainder of a week or longer, or referral to the dean of students with reference to the Student Code of Conduct.

Children in the Library:

As per general college procedures, children under the age of 12 who are not registered credit or non-credit students, who are not participating in an authorized college activity, or who are not attending a scheduled event shall not be left unattended anywhere on the college campus.

Unattended children in the library will be turned over to Campus Police for their own safety. Children under the age of 16 are not permitted to use library computers. This allows for more computers left free for students. Also, the library will not be responsible for exposure to age-inappropriate material.

Children who are attending an official school or are home-schooled and have proof of being at or above the ninth grade level, are welcome to use most library resources and may obtain off-campus borrower cards. A valid driver's license, state, or school photo ID will suffice for this purpose.

Computer Use:

Hagerstown Community College has a standard for acceptable use of computers on campus. This guideline states, in part:

Hagerstown Community College will provide access to students, faculty, staff, and others by special arrangement and ensure that College computing, network and communication resources are used appropriately in the conduct of College-related business and activities. The College encourages users to utilize available technologies to explore educational topics, conduct research, and contact others in the context of their professional duties.

All users are expected to utilize these resources in a responsible, respectable and ethical manner. Use is governed by all federal, state, and local laws and any related College policies, guidelines and procedures.

Any unauthorized, deliberate action, which damages or disrupts a computing system or network, alters its normal performance, or causes it to malfunction, is not permitted. Maintenance of computer and network systems by anyone other than authorized Information Technology staff is prohibited.

(Use of Computing, Network and Communications Resources Policy 5093, 2014)

There is no time limit on computer use in the library. However, if all computers are occupied and there is a student waiting, members of the general public may be asked to relinquish their workstation. Games, email, and social networking sites do not support the mission of the college, and must not delay or interfere with students engaged in class work.

Users may be barred from the library and campus for:

- Downloading and/or viewing obscene, harassing, or pornographic sites
- Printing from obscene, harassing, or pornographic sites
- Changing computer settings
- Using computers for non-academic purposes including, but not limited to, running a business, illegal file sharing, system hacking, identity theft, etc.

Currently, there is no charge for printing—however, the printing of large documents is strongly discouraged. Please ask a library staff member how to print double-sided for print jobs larger than 20 pages.

To maintain a quiet library, computers are not equipped with sound devices. If you need to listen to sound for a particular website, you must bring your own headphones to listen to any audible component to the site. The library does not lend out headsets.

Any questions regarding these guidelines and their enforcement should be directed to the Coordinator of Library Services, or the V.P. of Academic Affairs.