

Services & Policies

Borrowing:

- 3 week check out. Return all items at the circulation desk. Renew for another 3 weeks. Overdue fine is \$.10/day.
- Return all items, pay all fines by end of quarter (or else a hold will be placed on account – no grades, transcript or next quarter registration).
- Library will send/receive materials to/from any CTC campus library; materials can be returned to any campus library.
- Books on reserve: available at the circulation desk; limited checkout, overdue \$.50/day, no renewals.
- Reference materials and periodicals cannot be checked out.
- Partner Libraries: borrow books from non-CTC libraries: KSU, SPSU, Reinhardt, and all other TCSG libraries

Copying and printing: Black & white \$.10/page; color \$.75/page. At Marietta library, purchase a copy card (available at the circulation desk) to copy or print.

Other services: We loan games (checkers, chess, backgammon, dominoes, monopoly, and scrabble) and headphones for library use; and do limited local & toll-free faxing (\$1.00/page).

Other policies: Food/drink, children, cell phone use prohibited; talk quietly please.

Contact Us!

library@ChattahoocheeTech.edu

Marietta Library 770/528-4536
980 South Cobb Drive. Marietta, Georgia 30060
Mon-Thu 7:30 AM-8:30 PM
Fri 8:00 AM-2:00 PM
Sat 9:00 AM-1:30 PM

Appalachian Library 706/253-4572
100 Campus Dr. Jasper, Georgia 30143
Mon-Thu 8:00 AM-7:00 PM
Fri 8:00 AM-5:00 PM

Mountain View Library 770/509-6320
2680 Gordy Parkway NE. Marietta, GA 30066
Mon-Thu 8:30 AM-8:30 PM
Fri 9:00 AM-12:00 PM

North Metro Library 770/975-4122
5198 Ross Rd. Acworth, Georgia 30102
Mon-Thu 8:00 AM-8:30 PM
Fri 10:00 AM-2:00 PM

Paulding Library 770/443-3630
400 Nathan Dean Blvd. Dallas, Georgia 30132
Mon-Thu 8:00 AM-8:30 PM
Fri 9:00 AM-1:00 PM
Sat 9:00 AM-2:00 PM

South Cobb Lab/Library 770/732-5908
1578 Veterans Memorial Hwy. Austell, GA 30168
Mon & Thu: 4:30pm – 8:30pm
Tue & Wed: 7:00am – 1:00pm

Woodstock Library 678/454-1898
8371 Main St. Woodstock, GA 30188
Mon-Thu: 9:00am - 7:00pm
Fri: 9:00am - 12:00pm

Chattahoochee Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award technical certificates of credit, diplomas, and associate of applied science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Chattahoochee Technical College. Equal Opportunity Institution. A Unit of the Technical College System of Georgia.

Library & Information Services



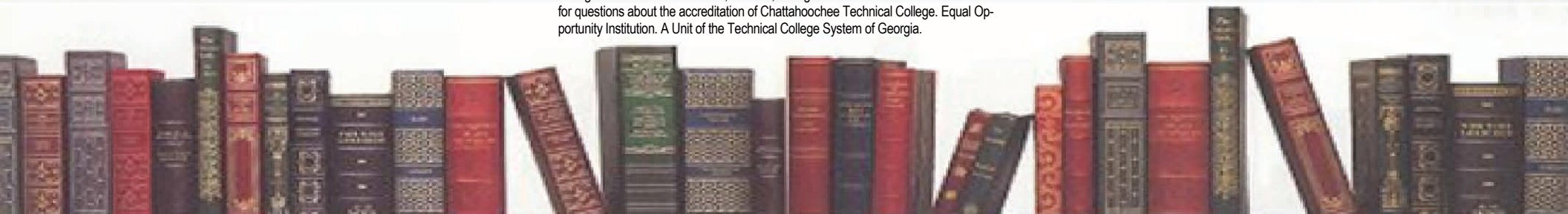
Chattahoochee
TECHNICAL COLLEGE

Quick Guide 2009 - 2010

www.chattcollege.com/library

or

www.myspace.com/ctclibrary



WELCOME!

Ask for Help - our goal is to meet the information needs of CTC students.

Start at the CTC Library home page to find:

- books, DVDs, CDs, paperbacks
- journal, magazine, and newspaper articles ([GALILEO](#))
- career information ([Vault](#))
- current event or social/tech issue articles ([Facts On File](#))

Username: _____

Password: _____

- encyclopedias, dictionaries, and other reference materials
- newspapers, magazines

Also available on the library web page:

MLA & APA citation guides, **Evaluating Websites guide**, research help guides, subject research guides; training materials, and more!

For off campus access instructions see:

www.chattcollege.com/library/offcampus.php

FIND BOOKS

The library has more than 30,000 physical items plus 110,000 ONLINE RESOURCE items; our web catalog is available off campus without a password.

How to find a book:


1. To launch the library catalog (WEBCAT), click on the [Find Books](#) link on the CTC Library home page.
2. Enter search terms (keywords, title, author) & select search options (which library/all, just electronic books); and submit the search.
3. Review results– check which library campus holds the book. Verify it's not checked out.
 - **if a book**, note its call no. and find it in the library (ask for help if needed);
 - **If an ONLINE RESOURCE** click [VIEW](#), then on the **yellow highlighted line** to open.
 - For off campus access
 - **NetLibrary** - create an individual account on campus;
 - **Ebrary** - student ID number.

FIND ARTICLES

Access to 8000+ full text journals, magazines, and newspapers via [GALILEO](#); off campus a password (changes every quarter) is needed. Request at a CTC library or check the [ChattConnect Library tab](#).

GALILEO password: _____

How to find an article:

1. To launch: click on the  icon on the CTC Library home page; select a subject.
2. Enter search terms (keywords, title, author, or others) & select search options (*peer reviewed* and *full text articles* boxes are recommended).
3. Modify databases to search, if desired, and submit the search.
4. Review results (display results mode: *relevancy-ranked*); click on [View](#) to read an article; copy, print or email articles that work best for your research assignment.

