



## Library's Web Site

- <http://www.gtcc.edu/lib>.
- Click on **What's New**, our **GTCC Library blog**, from the library's home page to find out about new library resources and services.

## Use the Library From Home

- You can access a multitude of library databases from your home computer or any computer outside the library. These databases provide the **full-text** of **online journal**, **magazine**, and **newspaper articles**.
- To review what databases are available from both inside and outside of GTCC Library, go to the library's home page and move cursor over **Online**, then **click Articles, ebooks, facts**.
- To access the databases click on the database link and follow the instructions. Contact the library for the password. The password will change every semester.

## Journals, Magazines, and Newspapers

- Use **Journal Finder** to find out which journals, magazines, and newspapers are available through the library either online, in print, or on microfilm.
- To access Journal Finder, click on **Online Resources** from the library's home page. Then scroll down and choose the option, **Find a specific journal, magazine or newspaper**.

## Online & Audio Books

- **NetLibrary** is a database containing over 24,000 online full-text books and over 1,000 audio books covering a multitude of subject areas and is accessible from the library's home page.
- Once you **set up your own personal NetLibrary account** using a GTCC computer, you can access NetLibrary from any Internet-accessible computer outside the campus.

## Research Consultations, Faculty Workshops

- We can assist you in **finding resources** to add to your **Moodle course/s** or **provide instruction** on how to use our many online resources.
- Options:
  - Schedule a **one-on-one research consultation** with a Reference Librarian.
  - Schedule a **workshop for your department**. Workshops can be tailored to your needs.
- **CONTACT INFORMATION:**
  - **Jamestown Campus:**  
Alisha Webb – ext. 2287 / [amwebb@gtcc.edu](mailto:amwebb@gtcc.edu)
  - **Greensboro Campus:**  
Keith Burkhead – ext. 4225 or 4203 / [bkburkhead@gtcc.edu](mailto:bkburkhead@gtcc.edu)
  - **High Point Campus:**  
Anders Selhorst – ext. 4112 / [alselhorst@gtcc.edu](mailto:alselhorst@gtcc.edu)  
Kristen Moore – ext. 4153 / [khmoore@gtcc.edu](mailto:khmoore@gtcc.edu)

## Instruction Sessions & Research Assignment Help For Your Students

- Types of instruction/services:
  - The basics - Online TILT Tutorial and Library Orientation Assignment.
  - Instruction tailored to specific research assignments either through face-to-face or online through Moodle.
  - We can assist you in developing effective research assignments for your students.
  - Online research guides on finding, evaluating, and citing resources – Click on **Research / Writing Tutor** from the library's home page.
- Instruction sessions are held at the **Greensboro, High Point** and **Jamestown Campus**.
- **CONTACT INFORMATION:**
  - **Jamestown Campus:**  
Alisha Webb – ext. 2287 / [amwebb@gtcc.edu](mailto:amwebb@gtcc.edu)
  - **High Point Campus:**  
Anders Selhorst - ext. 4112 / [alselhorst@gtcc.edu](mailto:alselhorst@gtcc.edu)  
Kristen Moore – ext. 4153 / [khmoore@gtcc.edu](mailto:khmoore@gtcc.edu)
  - **Greensboro Campus:**  
Keith Burkhead – ext. 4225 or 4203 / [bkburkhead@gtcc.edu](mailto:bkburkhead@gtcc.edu)

## Online Research Assignment Guides

- Check out our guides by moving cursor over **Research**, and then click on **Subject Guides** from the Library's home page.
- We can work with you to tailor an online guide to a specific subject or upcoming research assignment. These guides include links to appropriate databases and web sites as well as tips and strategies for searching specific databases.
- These online guides are superior to using search engines such as Google or Yahoo because all sites will have been reviewed and evaluated by the library's professional librarians or you. They will also save you and your students' **valuable time** and **frustration** in finding appropriate resources.
- **CONTACT INFORMATION:**
  - **Jamestown Campus:**  
Alisha Webb – ext 2287 / [amwebb@gtcc.edu](mailto:amwebb@gtcc.edu)
  - **Greensboro or High Point Campus:**  
Keith Burkhead – ext. 4225 or 4203 / [bkburkhead@gtcc.edu](mailto:bkburkhead@gtcc.edu)

## Computers including Wireless Laptops

- All library computers provide access to the **Internet** and **Microsoft Office Suite** (Word, PowerPoint, Excel, Access).
- **Computers are** available at all 3 campus libraries.
- **Computer Lab (Rm. 202)** – Jamestown campus - Faculty can reserve the lab for their class/es available on a first come, first serve basis.
- **Wireless laptops** – available for **in-library use only** at the **Jamestown Campus** Library. Inquire about laptop check-out policies and procedures at the Circulation Desk.

- **CONTACT INFORMATION:**
  - **Jamestown Campus – Reserving Room 202:**  
Alisha Webb – ext. 2287/ [amwebb@gtcc.edu](mailto:amwebb@gtcc.edu)
  - **Jamestown Campus – Wireless Laptops – Circulation Desk:**  
Renee Burrows – ext. 2293 / [arburrows@gtcc.edu](mailto:arburrows@gtcc.edu)

## Reserving Materials for Classes / Electronic Reserves

- **Print resources** relevant to assignments can be placed on **Reserve** at the Circulation Desk. Please allow 24 hours for processing.
- **Electronic Reserves**, especially useful for Distance Learning and evening students, is also available. Print resources are scanned and the electronic file is placed on the library's web site for students to access.
- **CONTACT INFORMATION:**
  - **Jamestown Campus – Print Resources on Reserve:**  
Renee Burrows – ext. 2293 / [arburrows@gtcc.edu](mailto:arburrows@gtcc.edu)
  - **Greensboro / High Point Campus – Print Resources on Reserve:**  
Renee Burrows – ext. 2293 / [arburrows@gtcc.edu](mailto:arburrows@gtcc.edu)
  - **Electronic Reserves:**  
Alisha Webb – ext 2287 / [amwebb@gtcc.edu](mailto:amwebb@gtcc.edu)

## Request New Materials for the Library

- We encourage all GTCC faculty to recommend materials to be purchased for the Greensboro, High Point and Jamestown campus libraries' collection.
- To request a purchase for the library, fill out a **Library Materials Request Form** from the library's web site. To access this online form, click on **Lists, Info, Requests, Forms, Policies** from the Library's home page. From the next screen, click on **Requests and Forms**. Then click on **Request materials for library purchase**.
- **CONTACT INFORMATION:**
  - **Jamestown / Greensboro / High Point Campus:**  
Jennifer Noga – ext. 2232 / [jhnoga@gtcc.edu](mailto:jhnoga@gtcc.edu)

## Borrowing Materials from Other Libraries

- Faculty, staff, and students may borrow materials from other libraries in the area, state, or region **if material is unavailable at GTCC Libraries**.
- Faculty, staff, and students can also go directly to several academic libraries in the area that have **cooperative borrowing arrangements** with GTCC Libraries. Check with your campus librarian about participating libraries, policies, and procedures.
- Materials can be requested through the U.S. mail via Interlibrary Loan. To request material, fill out an **Interlibrary Loan Request** form from the library's web site. To access this online form, click on **Lists, Info, Requests, Forms, Policies** from the Library's home page. From the next screen click on **Requests and Forms**. Then click on **Interlibrary loan**.
- **CONTACT INFORMATION:**
  - Renee Burrows – ext. 2293 / [arburrows@gtcc.edu](mailto:arburrows@gtcc.edu)