



MOORPARK COLLEGE

Library

Student Guide



Library Hours

Please consult the Moorpark College Library homepage or the my.vcccd.edu website/Learning Resources tab for current hours.

Contact Us

Circulation/Reserve Desk (805) 378-1450
Reference Desk (805) 378-1472

Welcome to the

MOORPARK COLLEGE LIBRARY

We are located in the center of the campus and occupy the 2nd and 3rd floors of the Library Learning Resources (LLR) building. We hope you enjoy the facility and find the library's collections useful and the service friendly. With more than 72,000 volumes and more than 300 periodical titles, the library's collection includes books, periodicals, microfilm, CDs, DVDs, videotapes, and online resources. We are always interested in improving our collection and services, so please feel free to make suggestions.

Computers equipped with Internet access, a word processing suite, and specialized subject software are available for student use on all three floors of the building. Computer stations equipped with assistive technology are located on the 2nd floor. Printing is available for a modest charge. A wireless network is accessible in the LLR.



GETTING HELP

How do I get help?

Please come to the Reference Desk when you have questions or need help. Librarians staff the desk during all the hours the library is open, and they are anxious to assist you in finding materials appropriate for your research.

Librarians are teachers who are devoted to helping you become an independent learner. If you are off campus, please call the librarians at (805) 378-1472; they will be glad to help you by phone.

How can I attend a library instruction session on my own if my class does not schedule one?

You are welcome to join a library instruction session. Please stop at the Reference Desk and ask the librarian to check the calendar to see what session best fits your schedule.

RESERVE MATERIALS & TEXTBOOKS

How do I find materials my instructor has put "on reserve" for my class?

The reserve materials are located behind the library's Circulation Desk. Please ask at the desk for them; they are usually shelved by academic department and instructor's name. These are materials instructors put on limited-loan status for their students. Materials include books, periodical articles, DVDs, videotapes, etc. Loan periods are generally: Two-hour Library Use Only or Overnight.

Does the library have textbooks for my courses?

Behind the Circulation Desk are textbooks for some of the courses currently offered at the college. Please inquire there by course, instructor's name, and/or book title to see if your textbook is available. The textbooks are for in-house use only and do not leave the library building. If the textbook is not at the Circulation Desk, you may want to ask your teacher to put a copy of the textbook on reserve.



DOING RESEARCH

🌸 Books

How do I find a book?

The first step in finding books in the Moorpark College Library is to check the online catalog. You may look up books by keyword, subject, author, or title. The catalog is available via the Moorpark College Library's homepage and also via the "Learning Resources" tab on the my.vcccd.edu website. Be sure to note the call numbers for the books so you can locate them in the building.

What is a call number?

The call number is a series of letters and numbers which is unique for each book/resource. It is by this series of letters and numbers that the library's collection is arranged. For example: **PR 1580 J33 1994**

The collection is arranged according to the Library of Congress Classification System; this is the system used by most college and university libraries. The first part of the call number is generally a letter or letters of the alphabet; these letters refer to broad subject areas in the collection. Call numbers beginning with A through HN are located on the main library floor (2nd floor of the LLR building), and call numbers HQ through Z are located on the top floor (3rd floor of the LLR building). Should you need help in locating materials or using the facilities, please ask for assistance at the Reference Desk or at the Circulation Desk.

Sometimes special locations are noted in the catalog, such as:

Reference - Materials that do not check out. These books are shelved in the Reference area on the 2nd floor behind the Reference Desk.

Oversized - Materials too large to fit on the regular shelves. These items occupy tall shelving following the Z call numbers on the 3rd floor of the building.

Atlas Case - Large format atlases. These are kept in several special atlas cases along the right-hand (west) wall on the 2nd floor.

Special Collections - Materials which are delicate, particularly valuable or irreplaceable. These are kept behind the Circulation Desk and may be requested for check-out.

What are Reference Books?

Reference books are designated in the catalog by “Reference Collection” and by “Ref” printed above the call number on the spine of the book. These materials are shelved in the Reference area. Reference books do not check out and must be used in the library. Generally speaking, Reference materials are designed to be consulted rather than read from cover to cover. The Reference Collection includes encyclopedias, dictionaries, almanacs, handbooks, and directories. Some Reference materials are available online from the library’s Online Resources webpage.

Periodicals

Where do I find current issues of periodicals and newspapers?

“Periodicals” is a term applied to magazines, newspapers, and academic or scholarly journals. These publications are important sources of information on current topics or areas of ongoing research. Print periodicals do not check out of the library. You are welcome to use them in the building or photocopy them.

The library’s current periodical collection is located toward the back of the 2nd floor where the periodicals are arranged in boxes alphabetically by their titles. To find out which periodical titles the library owns, please consult either the library’s online catalog or the Periodical List binders near the Reference Desk. In the binders, there is a list of the library’s periodicals by title and also a list by subject. Some back issues of periodicals are kept on microfilm. Please ask the librarian for assistance with microfilm.

Where do I find periodical articles on a subject?

In order to locate periodical articles on a particular subject, you may wish to use a periodical index, either in print or online format. Most people find online indexes the most convenient and attractive to use; these are accessed through the myvcccd.edu website. First click on the “Learning Resources” tab, and then click the “Online Databases” button. These online indexes are searchable by subject and sometimes include the complete text of the articles. In most cases you can print, save, or email selected articles right from your workstation. Most of the library’s online resources are also available off campus, so you can do some of your research virtually anywhere.

What if I need material that the library does not own?

Can I arrange to get it from another library?

If you need books or articles that are not available in the Moorpark College Library, please see the reference librarian about the possibility of using the interlibrary loan service. Interlibrary loan involves borrowing materials from other libraries; the lending institution may charge you for this service. Please remember that interlibrary loan requests may take a minimum of two weeks to process, so plan your research projects early.

❧ *Online Resources*

How do I get access to the library's online resources?

To use the library's online resources, you need to log onto the my.vcccd.edu website. First click on the "Learning Resources" tab, then click the "Online Databases" button. These online materials include collections of books and periodical articles. Most of the databases are searchable by subject. In most cases you can print, save, or email selected text right from your workstation. Most of the library's online resources are also available off campus, so you can do some of your research virtually anywhere.

How do I know which online resource is best for my research needs?

You can save yourself valuable time by asking at the Reference Desk or calling the reference librarian at (805) 378-1472. They can advise and assist you in using the databases.

❧ *DVDs, Videos & CDs*

Where can I find a DVD, video, or CD?

Media materials can be found in the library's online catalog and may be checked out. Some DVDs, videos, and books on CD are shelved by subject or category in the main collection. There is a collection of music CDs in cabinets behind the Reference collection on the 2nd floor. The library also has a small collection of popular films located behind Room 210.

COMPUTERS FOR STUDENT USE

Is there a computer/internet lab in the library?

You are welcome to use Room 210, located just beyond the Circulation Desk, as an open access lab where 30 computer stations are equipped with Internet access and word processing software (Microsoft Office Suite). However, please be aware that the librarians also use this room to provide instruction sessions for classes. A sign outside the room indicates when the room is reserved for library instruction sessions that day.



What if Room 210 is being used for a class, and all the other computers on the 2nd floor are being used?

If the library computers are in use by other students, there are 140 computer workstations downstairs in the Open Access Lab for student use. There are computer stations upstairs, too. Print stations are available on each floor.

COPYING AND PRINTING

Where do I photocopy materials?

Coin and/or card-operated photocopy machines for student use are available in the Copiers room. There are also photocopy machines for microfilm. Please ask for assistance at the Reference Desk if you wish to copy microfilm.

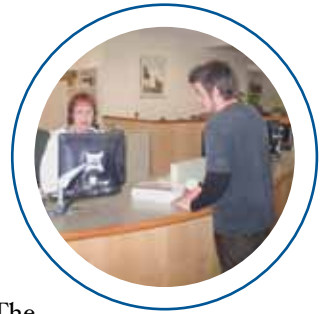
How can I print a webpage or a paper I have typed?

The computers on the 2nd floor of the library are connected to a network printer. Printing is \$.10 per page and you must have a copy card to pay for your printing.

Where and how do I get a copy card?

Copy cards may be purchased either on the 1st floor or in the Copiers room on the 2nd floor with a one dollar (\$1.00) bill. Fifty cents will go toward the purchase of the card; the remainder will allow you to pay for 5 copies. You may add value to the card at any time. **You need to buy the card only once.** These cards may be used in the copy machines and in the network printers.

CHECKING OUT & RETURNING MATERIALS



How do I check out materials?

Please present the materials you wish to check out, along with your Library Card, at the Circulation Desk. The standard circulation period for books and CDs is two weeks; DVDs and videotapes circulate for seven days. Reserve materials circulate for a limited-loan period. We ask that you have no more than five items checked out to you at any one time. Fines are charged for overdue materials, so be sure to return your materials on time.

How do I get a Library Card?

To receive a Moorpark College Library Card, you will need to show identification with your picture on it, such as a Driver License or California Identification Card. You may be asked to show proof of your registration at Moorpark College. Library Cards are good for only one semester, but may be renewed next term, if you are a continuing student.

What if someone else has already checked out the material I need?

If the material you are interested in is not on the shelf, you may request at the Circulation Desk that a hold be placed on the item. A hold ensures that you will be contacted when the item is returned to the library; you may then check it out.

What if the alarm goes off when I leave the building?

As you leave the building, you will be exiting through the library's security system. The system will be activated if you walk through the gate without checking out library materials. All library materials are sensitized and will sound the security alarm when taken through the exit gate, unless they are desensitized by the Circulation staff. Should the alarm sound, please return to the Circulation Desk and a library staff member will be happy to help you.

Where do I return materials?

Please return library materials either inside the building through the slot in the Circulation Desk or outside on the east side of the building in the Book Return slot.

MAKING USE OF THE FACILITIES

Where can I watch a DVD or videotape in the library?

The library has a number of DVD/VCR units available for your use; some are in the group study rooms, especially convenient if you want to view a film with several other people. There are also individual units in the carrels nearest the Reference Desk and on the 3rd floor. Please check out headphones from the Circulation Desk to make use of these individual players.

Where can I study with friends and classmates and not disturb others in the library?

There are several group study rooms in the library. The rooms are located along the left and right sides of the 2nd floor. Some rooms have DVD/VCR units that enable groups of students to view DVDs or videotapes inside the rooms. The rooms are not reserved and are on a first-come, first-served basis.

Is there a quiet place in the library where I can read and relax?

Please enjoy the comfortable lounge chairs by the windows on the south side of the building. There is also an outdoor patio downstairs with tables and chairs for your enjoyment.

What do I do if I think I lost something in the library?

The library has a Lost and Found. Please ask for assistance at the Circulation Desk.

Should you wish to eat or drink, please do so outside.

Smoking is prohibited in the library.





Dean

Inajane Nicklas
Dean of Student Learning

Library Staff

Faten Habib
Department Chair, Associate Librarian

Mary LaBarge
Associate Librarian

Lulu Coffey
Reference Librarian (Adjunct)

Helen Parisky
Cataloging Librarian (Adjunct)

Jeff Sevier
Reference Librarian (Adjunct)

David Thomas
Reference Librarian (Adjunct)

Penny Hahn
Library Technician

Gilbert Downs
Library Assistant

Carolyn Gray
Library Assistant

Paula Spencer
Library Assistant

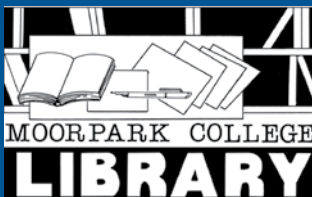


Illustration by N. Mallory

MOORPARK COLLEGE

7075 Campus Road
Moorpark CA 93021

www.moorparkcollege.edu