

# INTRODUCTION

This Library Guide is your introduction to information that is provided for you by the library as well as the policies for their use. Some of the resources are in a physical format and available in the College libraries on the Mayo, Pikeville and Prestonsburg Campuses. Many resources are available online and maybe accessed via the library's webpage. The Library provides access to over 40 databases and 37,000 e-books. A valid BSCTC library card allows you to interlibrary loan materials from other libraries.

If you need to contact the library for information, please call the library circulation desk.

Mayo Campus 788-2831 or Ext. 82831  
Pikeville Campus 218-1201 or Ext. 81201  
Prestonsburg Campus 889-4834 or Ext. 64834

## LIBRARY HOURS – FALL & SPRING SEMESTERS

### Mayo Campus

Monday-Friday 8:00 a.m. – 4:30 p.m.  
The Mayo Campus library will be open two evenings until 6 p.m.

### Pikeville Campus

Monday-Thursday 8:00 a.m.-7:00 p.m.  
Friday 8:00 a.m.-4:30 p.m.

### Prestonsburg Campus

Monday-Thursday 8:00 a.m. – 8:00 p.m.  
Friday 8:00 a.m. – 7:00 p.m.  
Saturday 9:00 a.m. – 4:30 p.m.

**Holiday, Intersession and Summer hours are posted.**

## **LIBRARY INSTRUCTION**

The librarians are happy to provide instruction for classes on any campus or online. Library tours acquaint students with the libraries' facilities and provide an overview of the libraries' collections.

Library instruction is available for all disciplines. Students enrolled in Introduction to College classes are required to take part in a library session. English 101 students are required to complete a library skills unit, and it is strongly suggested that instructors schedule hands-on instruction for these classes. Specialized instruction for classes or individuals is available on request. Instructors in all disciplines are encouraged to email the librarians concerning the requirements for research assignments, and to collaborate with librarians to identify appropriate resources.

In addition to providing instruction in the use of resources, we provide instruction in the evaluation of information. Please contact one of the librarians to schedule a tour or instruction session, or to discuss research assignments.

[Melissa.Forsyth@kctcs.edu](mailto:Melissa.Forsyth@kctcs.edu)

[Judy.Bowen@kctcs.edu](mailto:Judy.Bowen@kctcs.edu)

[Kathy.Lowe@kctcs.edu](mailto:Kathy.Lowe@kctcs.edu)

## **LIBRARY SUPPORT FOR ONLINE CLASSES**

When creating an online course, please remember that the librarians can provide assistance in building an online library. This can include links to databases, copies of passwords/userids and specific articles for required reading.

## **RESERVE**

Faculty members may put items on reserve for their students to use for assignments. These materials may be owned by the College or may be personal copies. Librarians can assist faculty members in placing e-books on reserve. A reserve form must be completed for each item and include a date for removal. Federal copyright laws apply to all reserve materials.

## **REFERENCE SERVICES**

### ***Reference Books***

Reference books are designated by Ref. over the call number and do not circulate (check-out). They are Library of Congress (LC) classified, the same as the circulating collection. Therefore, if you consult the LC chart, you can proceed directly to the reference section and find the reference works the library has in a particular subject area. (For example: American history is classified under E and you will find [The Dictionary of American](#)

History under the call number Ref E174 .D52. The Fine Arts classification is N and The History of Art is Ref. N 25 E53).

Reference books are designed to be consulted for specific information and not read in their entirety. Information in each book is organized in a variety of ways and can be confusing for the novice researcher. When using reference books, the best advice is to read the book's section marked "how to use this book" and then use the contents pages and indexes.

### *Assistance from a Librarian*



A librarian is available to assist you in the use of library resources and services. She is available to answer questions and direct you to various sources of information including periodical databases, OPAC and KYVL. Please ask for assistance at the circulation desk or help desk. If you are accessing the library online, click on the red button labeled "ASK A LIBRARIAN" that appears in the lower left corner of the library website. You may also contact an individual librarian directly via e-mail at the following addresses [judy.bowen@kctcs.edu](mailto:judy.bowen@kctcs.edu) , [melissa.forsyth@kctcs.edu](mailto:melissa.forsyth@kctcs.edu) and [kathy.lowe@kctcs.edu](mailto:kathy.lowe@kctcs.edu).

## **CIRCULATION SERVICES**

### *Online Public Access Catalog (OPAC)*

The library's online public access catalog (OPAC) allows you to search for a book, journal or audiovisual by author, title, subject or keyword. The OPAC may also be accessed via the Internet at <http://opac.kctcs.edu>. Please note that the catalog is a union catalog containing the records of all colleges in the KCTCS system. You may wish to limit your search to view only the holdings of Mayo, Pikeville or Prestonsburg.

### **Searching Tips**

When you have selected a topic, enter your search terms in the **Search for** box. Be sure to use your pull down menus to **Limit Search to a single library** and **Search by** to select the type of search. Here are some rules that will help you execute a search and locate a list of books or journals that will provide you with needed information.

**Boolean Logic:** When performing a Boolean search, link two or more keywords using the connectors "and" or "or". By doing this, you either limit or expand your search. By using "and" as the connector, you limit your search. The records that are called up must have both keywords. On the OPAC, a plus sign (+) is used instead of

the word “and”. An example is the following: +stem +cell +research. This search will only give results that contain all three words.

- Enter words and/or phrases in the **Search for** box.
- Use quotes to search phrases: "world wide web"
- Use + to mark essential words: +explorer
- Use \* to mark important words: \*internet
- Use ? to truncate (shorten) words: teen? will retrieve *teen, teens, teenager*, etc.
- When searching the OPAC, make your search broader by searching only 1 or 2 words.
- Example of a bad search: *Information about the Great Depression*
- Better search: "*great depression*"

### ***Interlibrary Loan (ILL)***

If the library does not have the book or magazine article that you need, the library staff can request that item from another library. The Big Sandy Community and Technical College (BSCTC) library is a member of the Kentucky Virtual Library (KYVL). Materials can be borrowed from the KYVL and OCLC participating libraries as well as other KCTCS libraries. The KYVL catalog can be accessed from any Internet accessible computer at [www.kyvl.org](http://www.kyvl.org). There usually is no cost for borrowing books from other colleges within the KCTCS or KYVL systems, but libraries outside these systems may charge for any request. The person making the request must pay all interlibrary loan fees. You may also be asked to sign a copyright statement. This form simply states that you need the article for your personal use.

As a member of the KYVL, the BSCTC library has access to a courier service that facilitates delivery of interlibrary loan materials. Also, BSCTC has its own courier that delivers books between campuses, usually in a day. Please encourage your students to take advantage of interlibrary loans and remind them to allow time for delivery.

To request a book or article, complete an ILL form at the circulation desk or on the College's library website. For an item, please provide all bibliographic information that you have. Ask at the circulation desk for an estimated arrival time.

## **INFORMATION ACCESS**

### ***Electronic Databases***

Users can access electronic databases on any computer with the Internet. These databases provide a simple, efficient way to gather information from a large number of publications. By typing in a keyword or words on a desired subject, magazine, journal or newspaper citations can be viewed. These citations contain all of the bibliographic information included in the original paper format. Some databases include full-text of the articles. If an article is not full-text, the citation can be printed and then located in paper

copy in the library or obtained through interlibrary loan. Searches can be limited to locate a particular type of resource such as a peer-reviewed journal.

Please remember that students often have questions concerning resource formats and confuse web resources with databases. It is helpful for the students if the faculty member is specific when placing requirements for research assignments.

Please ask for assistance in locating appropriate resources or see the Library Electronic Databases help sheet for web addresses and instructions. **Help sheets are available at the library Help Desk or on the library website.**

The library has access to over 45 electronic databases. Many are available through the KYVL at [www.kyvl.org](http://www.kyvl.org), others are obtained through consortial purchases by the KCTCS Information Resource Work Group. Some are purchased directly by the BSCTC Library in order to provide materials that more specifically support course offerings.

Databases can be accessed from off-campus computers using passwords provided upon request at the circulation desk, help desk or library website. **These passwords change often and sometimes without notification. Please call for updates.**

### *Books*

Books supporting the curriculum are maintained in the circulating and reference collections. Circulating books can be checked out for one semester by faculty and staff. Students can check-out books for three weeks. The Baker & Taylor rotating collection of best-selling fiction and the Sayre Collection of donated fiction support the College's reading classes and provide recreational reading to members of the college community.

The libraries' book collections include many electronic books. If you are only interested in online books and do not wish to look for materials in other formats, you may search for online books at [www.netlibrary.com](http://www.netlibrary.com). A direct link to this site is available from the library's database page. A password is necessary for off-campus use.

### *Periodicals*

The library currently subscribes to a variety of periodicals (magazines and journals) in print on each campus in addition to those that can be accessed through the databases. Each library location retains back issues as space allows. Periodical holdings cover a broad range of subjects but are carefully chosen to support course offerings. Please familiarize yourself with the periodical subscriptions and holdings in your teaching area.

### *Special Collections*

The Special Collections room on the Prestonsburg Campus contains rare and out-of-print books, as well as materials about Kentucky and publications by Kentuckians. Although the collections contain materials pertaining to the entire state, the emphasis is on

materials that relate to genealogy, history and local interest within the College's five county service area. These materials can only be used within this room at the Prestonsburg Campus. You must register at the circulation desk before entering, and purses and bags are not allowed. Lockers are provided for your use.

### *Newspapers*

Newspapers of local, state and national interest are available in print at all three campus library locations. The current issue of many newspapers is also available online. Included in the Newsbank group of online databases is the America's Newspapers Kentucky Collection. This database contains a full-text back file of the Lexington Herald-Leader from 1983 to the present, and selected articles from the Louisville Courier-Journal, The Kentucky Post and the Owensboro Messenger-Inquirer.

### *Microforms*

Microforms are available at the Prestonsburg Campus library. The library houses both microfilm and microfiche materials. All newspapers and federal census for the College's five-county service area are available on microfilm as are other collections of local historical interest. In addition, the microform collections include the New York Times, with a complete historical back file, and the Lexington-Herald Leader. Locally compiled indexes are available for Floyd County Times, Appalachian News Express, Paintsville Herald and Big Sandy News. Please contact a staff member at the circulation desk on any campus to obtain years indexed.

## **COLLECTION DEVELOPMENT**

### *Books*

The College and library mission statements must always provide the framework for selection. The ultimate responsibility for collection development rests with the library staff but the process of selecting materials for the library is a cooperative one involving the faculty and staff. Specific course offerings are reviewed and materials are selected to support the curriculum. Consideration is given to the medium and/or physical location of instructional delivery. Requests for materials can be submitted by any faculty or staff member. Library funds are expended for materials that are cataloged and available in the library for use.

### *Audio-Visual Materials*

Audio-visual materials are considered subject information that support the instructional programs of the College. Requests are recommended through the discipline. The audio-visual request form is available at the circulation desk or College website. Library funds are expended for materials that are cataloged and available in the library for use.

## *Periodicals*

Selection of periodicals differs greatly from selection of book titles. Each periodical title involves a prospective long-standing commitment and because of increasing periodical subscription rates and limited funds, acquisition of a new title requires and receives substantially more consideration than purchase of a book title. A request form is available at the circulation desk or College website.

## **LIBRARY STAFF**

### **Librarians**

Melissa Forsyth	Director of Library Services <a href="mailto:Melissa.Forsyth@kctcs.edu">Melissa.Forsyth@kctcs.edu</a>	Ext. 64749
Judy Bowen	Reference Librarian <a href="mailto:Judy.Bowen@kctcs.edu">Judy.Bowen@kctcs.edu</a>	Ext. 64750
Kathy Lowe	Assistant Librarian <a href="mailto:Kathy.Lowe@kctcs.edu">Kathy.Lowe@kctcs.edu</a>	Ext. 64748

### **Library Technicians**

Letitia Campbell	Periodicals, Reserves, ILL <a href="mailto:Letitia.Campbell@kctcs.edu">Letitia.Campbell@kctcs.edu</a>	Ext. 64834
Angel-lena Hamilton	Pikeville Campus <a href="mailto:Angel.Hamilton@kctcs.edu">Angel.Hamilton@kctcs.edu</a>	Ext. 81201
Alice Howard	Technical Services <a href="mailto:AliceR.Howard@kctcs.edu">AliceR.Howard@kctcs.edu</a>	Ext. 64747
Patricia Hunter-Kidd	Pikeville Campus <a href="mailto:Patricia.Hunter-Kidd@kctcs.edu">Patricia.Hunter-Kidd@kctcs.edu</a>	Ext. 81201
Karen Ratliff	Circulation <a href="mailto:Karen.Ratliff@kctcs.edu">Karen.Ratliff@kctcs.edu</a>	Ext. 64834
Carol Talbert	Mayo Campus <a href="mailto:Carol.Talbert@kctcs.edu">Carol.Talbert@kctcs.edu</a>	Ext. 82831