GENERAL GUIDE TO THE COLLEGE LIBRARY

MISSION
The mission of the library at the Community College of Philadelphia is to provide instruction, collections, services and facilities which support the teaching programs of the college and prepare the student to function responsibly as an individual within society.

COLLECTIONS
More than 110,000 books and over 200 periodical titles, are available in print to the college community. Full text articles and citation databases are also available.

HOURS DURING FALL AND SPRING SEMESTERS
MONDAY-THURSDAY 8:00 AM-9:00 PM  FRIDAY 8:00 AM-5:00 PM  SATURDAY 8:00 AM-3:00PM

Hours during the intersession and the summer sessions are subject to change and will be posted during these periods at the entrance to the library and on our web page.

TELEPHONE NUMBERS

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<th>Service</th>
<th>Phone Numbers</th>
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<tr>
<td>Information/Reference</td>
<td>215-751-8394 or 8397</td>
<td>Department Head</td>
<td>215-751-8401</td>
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<tr>
<td>Circulation/Reserves</td>
<td>215-751-8383 or 8397</td>
<td>Instruction</td>
<td>215-972-6352</td>
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<tr>
<td>Book Ordering</td>
<td>215-751-8399 or 8401</td>
<td>Archives</td>
<td>215-751-8397</td>
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<td>Periodicals</td>
<td>215-751-8388</td>
<td>Reserves</td>
<td>215-751-8406</td>
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<tr>
<td>Interlibrary Loan</td>
<td>215-751-8403 or 8397</td>
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BORROWING MATERIALS
All current faculty, staff and students may borrow up to eight (8) items. A Community College of Philadelphia I.D. is necessary to borrow all materials. Loan period is three (3) weeks. Reserve and Reference materials may be used in the library only. Books may be renewed twice through your online library account, if not requested by another borrower. No phone renewal requests please!

FINES: $0.50 per day (each day the library is open) for overdue books
REPLACEMENT COSTS: $60.00 for lost or damaged books.

INTERLIBRARY LOAN
Books and articles not owned by the library may be requested from other libraries. These interlibrary loan requests may take one (1) to two (2) weeks. Submit requests via ILLiad (the InterLibrary Loan system available on the Library’s website). Textbooks will NOT be requested through interlibrary loan.

INTRALIBRARY LOAN
Books and journal articles not located at the main library may be requested from a regional center. These intralibrary loan requests may take 3-5 working days. Submit requests via ILLiad (the InterLibrary Loan system available on the Library's website).

RESERVES/PERIODICALS
All magazines, scholarly journals and newspapers, as well as materials placed on reserve for a course, may be used in the library only. Current magazines and scholarly journals can be found on the Lower Level of the library; older issues and current newspapers may be obtained from circulation with a current valid Community College of Philadelphia I.D.

LIMITS: 
- TEXTBOOKS – 2 books; restrictions on selected titles.
- PERIODICALS – 4 issues per transaction.

FINES: $1.00 per hour for overdue materials. Fines will accrue until the maximum fine of $100 is reached.

NOTE: BE SURE TO CHECK THE LIBRARY’S FULL TEXT DATABASES FOR JOURNAL ARTICLES!
REFERENCE SERVICE

Library faculty are available to:
* answer reference questions and provide research assistance
* assist patrons in the use of print and electronic resources
* provide collection development and library instruction

LIBRARY INSTRUCTION

Library faculty offer classes on basic library skills, search strategies and database searching techniques. Classes may be tailored to a specific course and assignment. Faculty may arrange for these instruction sessions by submitting the online form at http://www.ccp.edu/vpacaff/library/LIrequest.htm

Drop-in classes are also available. For more information, call 215-972-6352.

LIBRARY CATALOG

The library catalog can be searched from our library website, and includes records for books in the college library collection, as well as course materials placed on reserves. Location, call number (the address of the book) and availability status are indicated for each record. Periodical titles are included with information on which issues the library owns.

ELECTRONIC RESOURCES

http://library.ccp.edu

The library subscribes to a number of online databases that provide citations to, or the full text of, articles. These are available on campus, or through MyCCP, and include:

- ARTEMIS – Literature reference databases
- CQ RESEARCHER – Current issues
- EBSCOHOST - Comprehensive, multi-subject articles and citations
- ETHNIC NEWSWATCH - Articles from multi-ethnic sources
- ISSUES & CONTROVERSIES – Pros and cons of an issue
- JSTOR- Archive of backfiles of journals
- NEW YORK TIMES – Full text from 1995 / NEW YORK TIMES Historical – From 1851 to 2009
- OPPOSING VIEWPOINTS – Presents both sides of a current issue
- PHILADELPHIA INQUIRER – Full text from 1983
- PROJECT MUSE – Full text scholarly articles
- PSYCARTICLES – Full text psychology related articles

INTERNET

The Library is equipped with thirty (30) PCs for Internet access to email, web searching and FAFSA. Microsoft Office is also available on these PCs.

PRINTING

The library provides printing services to students, staff, and faculty, but patrons need to be responsible regarding their print jobs. Printing in the library is to be limited to class assignments and those abusing this privilege will be restricted. Patrons may not load their own paper, labels, transparencies or other media in the printers. Printing the entire contents of textbooks is a violation of copyright laws and is prohibited.

COPIERS and SCANNER

Coin operated photocopiers:
COST: $0.10 per page for black & white; $0.30 per page for color [Change machine is available ($1.00 bills only)]

Scanner (Send to Email)
COST: Free

GROUP STUDY ROOMS

The library is a designated study area. Conversation must not disturb others. Group study rooms are available for 2-6 people. You may register for a study room at the circulation desk.

THE COLLEGE IS A NO SMOKING FACILITY.

EATING AND CHILDREN UNDER 12 ARE PROHIBITED IN THE COLLEGE LIBRARY.

DRINKING CONTAINERS WITH LIDS & LIMITED CELL PHONE USE (EXCEPT IN THE “QUIET AREAS”) ARE PERMITTED

Current, valid CCP photo ID required for entrance into the College Library

9/2015