

# COLLEGE OF THE REDWOODS EUREKA CAMPUS LIBRARY

## Learning Resource Center

7351 Tompkins Hill Road  
Eureka, CA 95501  
Telephone: 707-476-4260

**MONDAY – THURSDAY .....7:45 AM – 9:00 PM**

**FRIDAY .....7:45 AM – 5:00 PM**

**SATURDAY & SUNDAY .....CLOSED**

*Hours vary during the summer, breaks, and holidays*

**LIBRARY CARD:** A Library / Student I.D. card is required for access to print or electronic resources and services. Get your card at the Circulation Desk. Non-students may obtain a community borrower's card.

### LOAN PERIODS:

Books, Books on tape or CD, Annual Reports ..... Three weeks

Magazines and Journals ..... Two weeks

Reserve Materials ..... Variable, most are two hours

Videos (DVD) ..... One week, no renewals, 3-item limit

Videos (VHS) ..... One week, no item limit

***A TOTAL OF NINE (9) ITEMS MAY BE BORROWED***

**NON-CIRCULATING MATERIALS:** Reference books and the most recent issue of any magazine or journal may not be borrowed. Some periodicals are designated as "Library Use Only."

**RENEWALS:** You may renew items for an additional loan period if you owe less than \$1.00 in fees. Renew online via "MyLibrary" login, or call the Library to inquire about telephone renewals. Items already overdue cannot be renewed.

**INTERLIBRARY LOANS:** Students and staff may request books held at other Northern California libraries. Ask for information and assistance at the Circulation Desk.

### OVERDUE FINES:

Reserve items ..... 1 cent per item per minute

Books and all other items ..... 10 cents per item per day

***No renewals or checkouts if fines total \$1.00 or more***

**LOST OR DAMAGED ITEMS:** You are responsible for any Library materials you borrow. Please return items even if damaged; repair might be possible. A schedule of fees for lost or damaged items is available in the Library. Any item overdue by 90 days or more will automatically incur a lost book fine. Unpaid fines will result in restriction of borrowing privileges. Students with unpaid fines at the end of the semester will not receive grades, transcripts, or diplomas, and will be unable to register for classes.

**PRINTING** in black & white or color is available from all Library computers. Purchase a print debit card, or use your Library / Student I.D. card. Add cash value to the card at the self-service vending machine at the Circulation Desk. Use the card at the Print Release Station computer. The debit card reader will automatically deduct value from the card for each page printed or copied.

**PHOTOCOPY MACHINES:** Color and black & white photocopiers are available. Copy machines are self-service and accept cash or cards, the same as for printing. Transparencies can be made, ask at the Circulation Desk. A stapler, pencil sharpener, hole punch, tape dispenser, and paper cutter are available in the copy room.

**FOOD AND BEVERAGES are not allowed**, with the exception of beverage containers that are spill-proof, that can be sealed completely shut, for example, sport water bottles and cups with twist-shut lids. Use of any beverage container is subject to the approval of Library staff.

***While in the Library, silence cell phone ringers & laptop speakers.  
Talk outside or reserve a Study Room. Respect posted Quiet Zone areas.***

## SEARCHING THE LIBRARY'S ONLINE BOOK CATALOG

The online book catalog includes books, videos, and other materials at the Eureka, Del Norte, and Mendocino campus libraries, and electronic books, or e-books, that are accessible on or off-campus via the Internet. Go to the Library Home page at <http://www.redwoods.edu/eureka/library/>. The following search types are available:

Course Reserve .....	Select the Course Reserve Tab. Search by Instructor, Department, or Course
Find ALL Words.....	Each book record retrieved will include all of your search words.
Find ANY Words.....	Book records retrieved may have any of the searched-for words.
Find Title Words .....	Finds books that have the searched-for words in the title.
Find Subject Words .....	Finds subject headings that include your search words.
Browse Authors, alpha order.....	Search by last name to see an alphabetical list of authors.
Browse Authors, with titles .....	Same as above, but Includes the book titles in the displayed list.
Find an Exact Title.....	Leave off short initial articles like "a," "an," and "the."
Browse Subjects, alpha order.....	Displays a list of subject headings that start with your search word.

When you find titles of interest, write down the CALL NUMBER and the LOCATION. The catalog includes books held at all campus libraries. Notice also whether the book is "on loan" (checked out by someone else) or "on shelf" (should be on the shelf, available for borrowing). Books held at other campus libraries (Del Norte, Mendocino) may be requested at the Circulation Desk.

### Materials in these collections do not leave the Library:

REFERENCE books are shelved by Library of Congress call number. Stack end labels are BLUE.

RESERVES are located behind the Circulation Desk. Ask for Reserve books by the Title of the book, or by course title. Most Reserve items can be borrowed for two hours for in-library use only. Some courses have Reserve textbooks that can be borrowed. Ask your instructor.

ELECTRONIC BOOKS can be located by searching the library's catalog, or you can search only for e-books by going to [www.netlibrary.com](http://www.netlibrary.com). You must first set up an account from an on-campus computer before you can access NetLibrary from your home or off-campus computer.

### Materials in these collections may be borrowed by any card holder:

ANNUAL REPORTS are shelved alphabetically by company name. Stack end labels are PURPLE.

BOOKS ON TAPE or CD are near the Reference Desk. Stack end labels are PURPLE.

FICTION books are shelved alphabetically by author. Stack end labels are YELLOW.

GENERAL COLLECTION books are shelved by Library of Congress call number. Stack end labels are WHITE.

JUVENILE COLLECTION (Children's Books) are shelved on a low shelf near the Periodicals Collection facing the lounge area.

OVERSIZE books are shelved by Library of Congress call number. Stack end labels are ORANGE.

VIDEOS (VHS FORMAT) are shelved by Library of Congress call number on the first row of the shelves holding the Periodicals Collection.

VIDEOS (DVD FORMAT) are shelved by Library of Congress call number on wire rack displays along the aisle to the left of the main entrance.

**SEARCHING ONLINE DATABASES FOR ARTICLES** The Library subscribes to several online databases that include subject indexing, abstracts and citations, and the full text of articles from thousands of periodicals, including newspapers, magazines, and journals. Go to the Library's Home page at: <http://www.redwoods.edu/Eureka/Library> and select the link, "Articles & Databases" to see a complete list of databases, with short descriptions and access information. Most databases require a password for off-campus access that is some part, or all, of your Library / Student I.D. card barcode number.

**COMPUTER USE POLICY** is displayed in summary on the desktop of all Library computers, with a link to the complete policy. Computers are provided for educational purposes only. Abuse of computer privileges can result in the user being banned from the LRC, and/or expelled from the college.

**INTERNET ACCESS** for research or email and **Microsoft OFFICE XP** applications for research and assignments are available in the Library on all computers.

**WIRELESS ACCESS** to the Internet is available for wireless enabled laptops and other devices. You must first register and be added as an authorized user of the network. Inquire at the Circulation Desk. Printers are not included in the wireless network.

**ACCESSIBILITY SOFTWARE** is available on all Library computers for persons with disabilities, and there are several accessible computer workstations with screen readers, adjustable height desks, and adjustable chairs.