

LIBRARY

In Chatham, Harnett, and Lee Counties

2019 – 2020



Access. Learn.
Achieve. Succeed.



CENTRAL CAROLINA
COMMUNITY COLLEGE

www.cccc.edu/library

Services

Student IDs & Library Cards

Get your ID printed in the Library on the Harnett and Lee campuses. This ID will function as your Library card. Students at the Chatham campus may have their ID printed in the Admissions Office in the main building. Chatham students should go to the reference desk in the Chatham Community Library to get a separate library card for access to student library resources on the Chatham campus and other campus libraries.

Interlibrary Loan (ILL)

Students may request books and journal articles not available in our collection by completing the Interlibrary Loan request form on our web page. Students are limited to 10 ILL materials checked out at one time.

Reserve Materials

The Library keeps certain course materials and books in high demand on reserve, including the **Study Manual for the Test of Essential Academic Skills (TEAS)**.

Students may retrieve these materials at the Information Desk at the Lee or Harnett campuses, or at the Reference Desk at the Chatham Community Library.

Loan periods for reserve materials vary. Some materials may only be used in the library. Please verify an item's due date at the time of check out to avoid incurring penalties.

Overdue fees for reserve materials: \$1.00 per day

Students may use the Lee Library Maker Cart for project materials such as paper cutters, hot glue guns, 3-D pens, and more. Ask for more information about the Maker Cart at the Information Desk.

Students in Anatomy and Physiology classes may check out human anatomy models at the Lee Main Campus Library for in-library use. Learn more about these resources at the Information Desk.

Services

Computers

Library computers are equipped with Internet access and Microsoft Office, as well as software applications necessary for completing class assignments. Each campus library provides a scanner for student use.

Students may check out laptops from the Information Desk at the Lee and Harnett Libraries for in-library use. Campus-wide Wi-Fi Internet access is available for users (network name: cccc-guest).

Study Areas

The Library provides multiple options for quiet study:

Silent zone: Study carrels provide space for one student to work individually with no noise.

Quiet zone: Study tables provide space for one to two students to work quietly with some conversation.

Collaborative zone: Large tables in the law section of the Lee library are available for group work and large projects when paralegal classes are not in session.

Lee and Harnett Library study rooms: All of our study rooms are equipped with big screen computers, high resolution webcams, and white boards to provide collaborative space for dynamic group work. Students may reserve study rooms in advance from any computer or mobile device by visiting www.cccc.libcal.com.

Chatham Library study rooms: Chatham Community Library study rooms have white boards and may also be reserved in advance. Contact the Chatham Community Library for more information on their study room policies.

Printing/Copying/Faxing*

Black and white printouts/copies: \$0.05
Color printouts: \$0.25

3D Printing (Harnett Library): \$0.25 per gram
Faxes: \$1.00 per page

*Students must purchase a print card (\$1.00) to pay for printing and copying services.
Refer to the Chatham Community Library policies for more about print services and costs.

Library Resources

Resources

The CCCC Libraries provide:

- 18,000+ Print Books
- 2500+ DVDs & Audio CDs
- 40+ Print Journals, Magazines & Newspapers

Special Collections

The Lee Library maintains special collections in the following areas:

- *Audio Books*
- *Early Childhood (picture books)*
- *Educational DVDs*
- *Fiction in Spanish*
- *Graphic Novels*
- *Legal Reference*
- *The New York Times 1851 – 2001 on Microfilm*
- *Popular Books and DVDs*
- *Reference*
- *Young Adult Fiction*

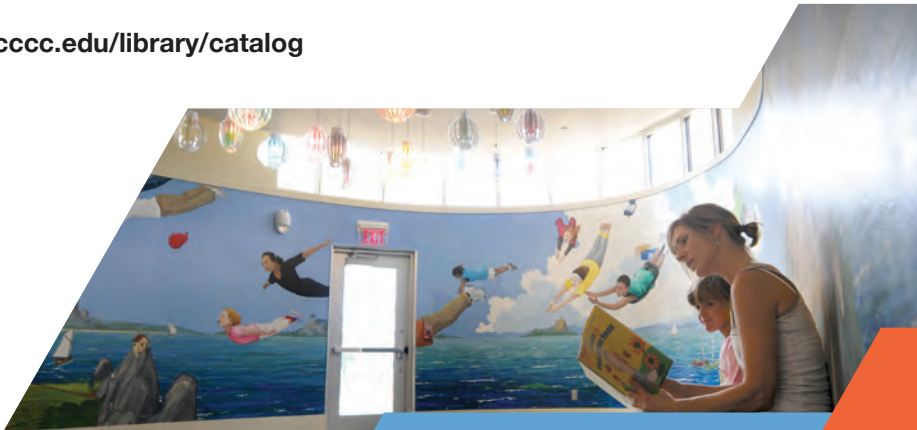
The Harnett Library maintains special collections in the following areas:

- *Audio Books*
- *Educational DVDs*
- *New Books*
- *Popular Books and DVDs*

Using the Library Catalog

Search for books, DVDs, and other physical materials using the library's catalog available on our web page. Find books in the library or held by other community colleges in the state.

www.cccc.edu/library/catalog



Online Resources

Summon

Search millions of online articles, books, and videos from 150 databases all at once.

Magazines and Journals

We offer digital access to full text articles from over 114,000 peer-reviewed journals, popular magazines, and newspapers.

E-Books

Access over 580,000 E-Books through the Library's website all for free!

E-Videos and Films on Demand

Stream over 38,000 videos to your computer or mobile device, including documentaries, instructional videos, historic short films, in-depth news coverage, and feature films.



Off-Campus Access

Access the Library's online materials from anywhere using the CCCC Portal Login.

Distance Education Resources

Complete your Assignments with Library Resources!

The library provides access to free, high-quality resources for our online students.

Use the Library Catalog to find physical books and DVDs.

Use Online Resources to locate online articles, E-Books, and E-Videos.

Use Research Guides created specifically for your courses to find the best resources available for your assignments. Find a list of Research Guides at www.cccc.libguides.com.

Find additional resources just for you in the D.E. section on the Library web page! Look for the button in Blackboard to link you directly there.



Distance Education Services

Books for D.E. Students

Distance education students may receive print books from the library through our direct mail service. Contact the library to request print materials delivered by mail.

Get Help

Get personalized one-on-one research help from a CCCC librarian by phone, email, or chat (*or drop by if you can!*).

Online Research Consultations: Schedule a 30 minute consultation with a librarian. Visit ccc.libcal.com/appointments to make an appointment, or chat with a librarian using the chat widget on the Library's homepage.

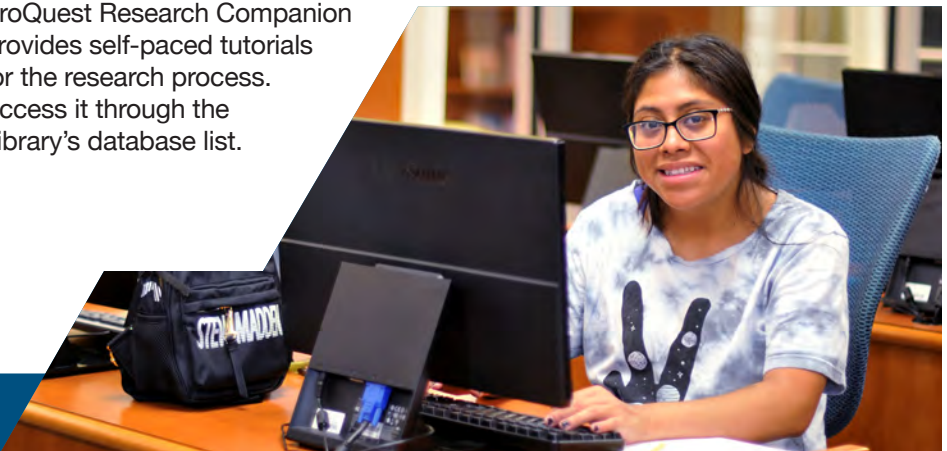
Find tutorials for Online Resources and research strategies on the Library's web page: www.cccc.edu/library/onlineresources/tutorials.

In the Libraries

Book a study room to study on-campus on your own or with a friend. Rooms are equipped with high definition webcams if you need to video conference with your instructor or other students. Visit www.cccc.libcal.com to book a room in advance.

Use the library computers to log into Blackboard and student email, use Microsoft Office software, and conduct library research.

ProQuest Research Companion provides self-paced tutorials for the research process. Access it through the Library's database list.



Get Help

Drop-In Research Help

Our friendly and knowledgeable librarians can help with all your research needs, including citation help. Drop in during library hours for assistance in identifying, locating, and using library resources.

Research Guides

Use our Research Guides for help with individual courses and subject areas. These include reference sources, links to book lists in the Library's catalog, recommended databases and e-journals, and writing and citation help.

Tutorials

Watch video tutorials for library resources on the web page.

Research Consultations

Schedule a 30 minute consultation with a librarian to help you get started on a research assignment or develop a search strategy. To make an appointment, visit www.cccc.libcal.com/appointments.

ProQuest Research Companion

Get help choosing a topic, developing a search strategy, creating citations, and more with self-paced tutorials from ProQuest Research Companion. Access this resource through the Library's database list.

Email

Contact us with questions and requests via the email form available at www.cccc.edu/library/contact-form.

Chat

Get help 24/7 from a CCCC Librarian during regular business hours, or a NC librarian evenings and weekends using the chat box on the Library's homepage.

Phone

Give us a call to get help, ask questions, renew a book, or check on your library account.

Lee Main Campus
(919) 718-7244

Harnett Main Campus
(910) 814-8843

Chatham Main Campus
(919) 545-8084



Circulation Policies & Loan Periods

Harnett and Lee Campuses

Students, faculty, staff, adjuncts, and community patrons may borrow up to 10 items at a time. Loan periods differ by type of material:

3 Weeks: Books, Audio Books, Educational DVDs

3 Days: Popular DVDs (*Limit 3*)

1 week: Back issues of magazines and newspapers

Renewals:
Once

Overdue Reserve Materials and TEAS Study Guides:
\$1 per day

All Other Materials:
No overdue fines

Lost or Damaged Items:
Original purchase price

Returning Materials:
You can return your library materials at:

- The Information Desk
- The Book Drop outside the Library

Chatham Main Campus:
Please refer to the Chatham Community Library policies for information about loan periods, limits, and fees for Chatham borrowers. To view policies, visit www.chathamnc.org/government/departments-programs/library/library-policies-forms.



Policies and Procedures

Computer Use Policy

Library computers are provided to conduct research and to communicate with others in support of the college's educational mission. Students, faculty, staff, public patrons, and campus visitors are expected to use computer resources in an ethical, legal, and responsible manner. By logging onto library computers, users acknowledge that they are aware of and agree to the CCCC Acceptable Use Policy. Any use of library computers that violates college policy, violates federal, state, or local laws, alters computer and/or network settings, promotes commercial activity, intends harm or distress to others, or is obscene or malicious in nature is prohibited. Computer access is a privilege, not a right. Violations may result in loss of access and/or disciplinary action.

Library Etiquette

- Turn your phone off or set it to vibrate
- Take any phone calls outside the library
- Book a study room at the Information Desk for group work



Mission and Goals

Mission

The CCCC Libraries support the college mission by empowering students, faculty, and staff with the skills to effectively find, evaluate and use information, and by providing access to quality information and technology resources.

Goals

- 1.** To provide individual and group course-integrated library instruction that facilitates critical thinking, connected learning, and personal growth; classes are delivered in-person and online.
- 2.** To provide distance education learners with resources and services equivalent to those offered to on-campus students.
- 3.** To provide welcoming and well-maintained physical and virtual spaces conducive to learning and studying.
- 4.** To develop a high quality collection of print and digital resources in support of the college curriculum.
- 5.** To provide easy access to our information resources and to additional materials available from other institutions.
- 6.** To provide current technological tools which facilitate equal access to electronic resources.
- 7.** To connect to the college and local community by engaging in outreach activities and maintaining a positive visible presence on campus.



**Save time. Save money.
Use the library!**

Chatham Main Campus

*Phone: (919) 545-8084
197 NC Hwy 87 | Pittsboro, NC 27312*

Monday – Thursday: 9:00 a.m. – 8:00 p.m.
Friday: 9:00 a.m. – 6:00 p.m.
Saturday: 9:00 a.m. – 5:00 p.m.
Sunday: Closed

Harnett Main Campus

*Phone: (910) 814-8843 Fax: (910) 814-8894
1075 E. Cornelius Harnett Blvd. | Lillington, NC 27546*

Monday – Thursday: 7:30 a.m. – 7:00 p.m.
Friday: 7:30 a.m. – 3:30 p.m.
Saturday – Sunday: Closed

Lee Main Campus

*Phone: (919) 718-7244 Fax: (919) 718-7378
1105 Kelly Dr. | Sanford, NC 27330*

Monday – Thursday: 7:30 a.m. – 8:00 p.m.
Friday: 7:30 a.m. – 3:30 p.m.
Saturday – Sunday: Closed



Connect with us

Like us on Facebook to receive news, announcements,
and information about events happening at the library.

www.facebook.com/ccclibrary

www.cccc.edu/library

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