

Outreach Guide to Library Services

The purpose of this guide is to link distance education students and others with library services and materials. Whether you need articles from a current journal, or are working on a research paper, the library provides materials and services to assist you.



Chemeketa Community College Library

LIBRARY HOURS

Salem Campus during the Academic term, September-June:

Mon-Thu
7:30 am- 8 pm
Fri-Sat
9 am- 4 pm

Between terms:

Mon-Fri
11 am – 4 pm

Summer:

Mon - Thu
8 am - 6 pm

Yamhill Campus, September-June:

Mon-Thu
8 am - 7 pm
Fri
8 am – 3 pm

Between terms:
Closed

Chemeketa Community College Library is located on the Salem Campus, Building 9, second floor. Here you can access reference books, indexes to journals and magazines, the general book collection, and reference librarians' assistance. The Chemeketa Library houses over 64,000 books and maintains subscriptions to 550 paper and over 21,000 electronic periodicals. The library also has over 100,000 e-books.

You may call for assistance during hours of operation:

Library Reference: 503-399-5231
Fax: 503-399-5214
Email: reference@chemeketa.edu

Chat: A link from the library home page allows chat reference with Chemeketa librarians or with Answerland, a 24/7 reference service.

Visit the Chemeketa Community College Library on the Internet: From anywhere in the world you can visit the Chemeketa Community College Library at <http://library.chemeketa.edu/>, where you will find information about the library, its services and staff, as well as access to information resources. These include the Chemeketa library search, journal articles, online reference books, informative guides for Chemeketa classes, Internet search tools, and a large collection of Internet resources specially selected by Chemeketa librarians for their relevance to college courses.

Library Search: The library search can be found at <http://librarysearch.chemeketa.edu>. To see all the resources that are available to you, log in with your My Chemeketa user name and password. Chemeketa students registered for credit may request materials from Summit, the collection of the Orbis Cascade Alliance of 37 member libraries in Oregon, Washington, and Idaho.

Authorized users have access to all of the material in the Chemeketa Community College library, plus about 28 million items in Summit. Users may request items and have them sent to Chemeketa, or they may register for a **Visiting Patron** account at another Alliance library and have items sent there. *To register as a Visiting Patron*, first call 503-399-5043 with your name, K number, date of birth, and phone number. Our library will issue you a barcode number so that you

can register at the other library. You may also email the information to renewal@chemeketa.edu, but please be aware that your privacy cannot be guaranteed in an e-mail.

Summit Libraries & Map: <https://www.orbiscascade.org/member/>

 <p>Access to Online Articles: Find them in the library search, or search directly in the journal databases to take advantage of any special search features.</p> <p>Go to: http://library.chemeketa.edu/information/databaseC.php You will need your My Chemeketa user name and password. There is also a large list of supplementary databases, all of which are available off-campus.</p>	<p>To access Chemeketa library resources online, you will need your My Chemeketa user name and password.</p>
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Obtaining Materials

You can request Chemeketa items through the library search to be sent to our Yamhill Valley Campus library.



If you live near a Summit library in Oregon, or Idaho, you may **request items the library search** to be picked up at one of 44 locations. (See Visiting patron and Summit map, above.)

If you live outside the Summit library area, you may use the **interlibrary loan service** at your local library to request books in the Chemeketa's library. Articles in journals and magazines listed in this catalog may also be requested on interlibrary loan and will be photocopied and sent to your local library for you. Chemeketa does not charge for interlibrary loans.

If the Chemeketa or Summit catalog does not list the items you need, the fastest way for you to get them is by using the **interlibrary loan service** at your local library. This service may or may not be free depending on the policies of the libraries involved. Keep in mind that interlibrary loan does take a certain amount of time -- usually a week or two, so begin your research early.

Chemeketa has approximately 115,000 **electronic books** available through the [library search](#).

Hint: Keep a Research Log. This will allow you to keep track of the resources you have requested so that you do not duplicate your effort. A log will also allow you to retrace steps to locate the reference for a work you wish to cite.

<p>To request items found through a search of the library catalog or other sources, you will need:</p>	
<p style="text-align: center;">Book</p>	<p style="text-align: center;">Periodical Article</p>
<p>Title of Book (exact) Edition (if known) Place of Publication</p>	<p>Title of Journal, Magazine, or Newspaper Volume Number Pages</p>

Publisher Date of Publication Call Number (if known)	Date (may have month, day, year) Article Title Author(s) Source of the Reference
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For research assistance, the librarian will need to know what steps you have already taken to clarify and define your topic. **Keep your research log handy.**

Be prepared to let the librarian know:

- How much information you need
- What level of authority is required (scholarly journal, popular magazine...)
- How much time you have (due dates, etc.)
- If you are primarily interested in books or articles
- What information sources you have already consulted
- If other fields/disciplines might relate to your search

If you need more **books** than you have found by using the default library search, pull down the menu next to the search space and choose WorldCat, to see items you can interlibrary loan.

If you need more **articles** use indexes like the *article* databases at <http://library.chemeketa.edu/information/databaseC.php> and talk to a reference librarian

If you need additional **help** finding information, you may call or fax the reference librarian at Chemeketa and she or he will respond to your request within three working days. Be sure to address your fax “attention reference librarian.” Chat reference and an e-mail form are also available at <http://library.chemeketa.edu/services/reference.php>.

Before you contact the library, have the following information available:

- Your name
- Your complete address
- Course name and number (Example: BA101 Introduction to Business)
- Student ID# (K number)
- Telephone number(s) where you can be reached
- Best time for the librarian to call you if that is necessary



Time Frames: Things to remember as you access library materials and assistance from a distance

Accessing library resources from a distance may take more time than face-to-face assistance. Allow for several sessions to clarify search strategies, obtain references, request materials, receive books, articles, etc.

If **Interlibrary Loan** is required, allow even more time to receive the materials you need.

Plan ahead. Read through all assignments in the syllabus and anticipate those that will require outside research.

- Start your research and call the librarian BEFORE you need the items for a deadline
- Allow at least TEN DAYS between the time you request material that Chemeketa owns and the time of arrival.
- Allow AT LEAST THREE WEEKS for Interlibrary Loan requests sent to libraries other than Chemeketa.

Circulation policies:	Chemeketa Library loan policies apply to distance education students just as they do to on-campus students.
Book loan period:	Varies; typically three weeks.
Articles:	Photocopies are yours to keep unless there is a special request to return them.
Fines:	Fines are .25 per day per item with a maximum limit of \$5.00 per item. Grades will be held until fines are paid and all library materials have been returned. Summit library policies vary; check with the appropriate Summit Library
Lost materials:	If you lose library materials, you will be responsible for the replacement cost.