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**GUIDE FOR DISTANCE EDUCATION STUDENTS
 CHEMEKETA COMMUNITY COLLEGE
 LIBRARY SERVICES**

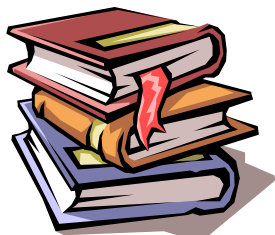
The purpose of this guide is to link distance education students with library services and materials. Whether you need articles from a current journal, or are working on a research paper, the library provides materials and services to assist you.

LIBRARY HOURS

The Library is open during the *academic term* from 8:00 a.m. until 8:30 p.m., Monday through Thursday; and from 8:00 a.m. until 5:00 p.m. on Friday

Between terms the library is open from 8:00 a.m. until 5:00 p.m., Monday through Friday.

Summer hours are 8:00 a.m. until 6:00 p.m., Monday through Thursday, and on Friday from 8:00 a.m. until 5:00 p.m.



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 and maintains subscriptions to 550 paper and over 21,000 electronic periodicals.

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 or with L-Net, a 24/7 online 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 catalog and other library catalogs, 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 CATALOG: The Chemeketa catalog (and catalogs of other libraries) can be found through the Internet at <http://library.chemeketa.edu/cataloghome.htm>. If you live in the Chemeketa Cooperative Regional Library Service (CCRLS) district, you may also access the catalog online at your local public library. In addition to the books in the Chemeketa College Library, the catalog also contains the collections of the 17 public libraries located in the regional library district, and can pass your search through to Summit (see below).

SUMMIT CATALOG

Chemeketa students may use Summit, the Orbis Cascade Alliance catalog to request items from 34 member libraries in Oregon and Washington. 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 503-589-7607 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: <http://summit.worldcat.org/>

About Summit: <http://library.chemeketa.edu/information/Summit.htm>

Libraries & Map: <http://orbiscascade.org/map/>

ONLINE ARTICLE DATABASES:

Most databases include articles in full text. Choose from a number of databases including reference book, magazine, newspaper, and journal indexes.

Go to: <http://library.chemeketa.edu/information/databaseC.htm> 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.

OBTAINING MATERIALS:

If you live in the CCRLS district, which includes Yamhill, Polk, Marion and parts of Linn counties, you may ***request books or magazines directly through the catalog*** and have them sent to your home library, using the Request command. Directions for requesting materials are explained at <http://library.chemeketa.edu/information/loanrequest.htm>

If you live outside the CCRLS district, but live near a Summit library in Oregon or Washington, you may ***request items through Summit*** to be picked up at one of 46 locations. (See Summit Catalog, above.)

If you live outside the district, you may use the ***interlibrary loan service*** at your local library to request books in the Chemeketa's library catalog. 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 catalog does not list the books or periodicals 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 ***electronic books*** available through NetLibrary:
<http://proxy.chemeketa.edu/sites/go/netlibrary>

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.

TO REQUEST ITEMS FOUND THROUGH A SEARCH OF THE LIBRARY CATALOG (OR OTHER SOURCES) YOU WILL NEED:	
BOOK	PERIODICAL
Title of Book (exact) Edition (if known) Place of Publication Publisher Date of Publication Call Number (if known)	Title of Periodical Volume Number Pages Date (may have month, day, year) Article Title Author(s) Source of the Reference

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 catalog,

- check other library catalogs which are available online through the catalog page at <http://library.chemeketa.edu/information/cat.htm>.

If you need more **articles**,

- use print or electronic indexes (e.g., *Reader's Guide*, *article* databases at <http://library.chemeketa.edu/information/databaseC.htm>) 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." Or you can send email to reference@chemeketa.edu. Chat reference and an e-mail form are also available at <http://library.chemeketa.edu/services/reference.htm>.

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 takes 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: CCRLS 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.

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DISTANCE EDUCATION
PO BOX 14007
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Voice: 503-399-5191 or 1-800-330-5191
FAX: 503-589-7628