

Library Skills Sheet

Revised July 2008

NAME _____

Section 1: Fill in the basic information requested below.

1. List the hours the Central Georgia Technical College Library is open.

2. What is the phone number for the CGTC Library, Macon Campus?

3. Using the Subject List for Periodicals, find three copies of magazines in your field. Using those three copies, list the title of the magazine, the date of publication, and how often each magazine is issued.
 - a.
 - b.
 - c.

4. What is ILL and *cooperative agreement*? How are they used?

5. What identification and completed form are required to establish a library account in order to check out a book?

6. What are the fines for books that are *late*? Books that are *destroyed*?

7. Name five dictionaries or encyclopedias available via the Web through *Reference Web Links* on the Library's Web site.

- a.
- b.
- c.
- d.
- e.

8. Name at least three videos available from CGTC's Library *in your field*.

- a.
- b.
- c.

9. Using the Library Catalog, type in the word "mythology." Find "*Bulfinch's Mythology*" and click on that line. Use the information provided to answer the following questions.

- a. Who is the author?
- b. What year was the author born?
- c. What year did the author die?
- d. What three subject headings would have allowed you to find the same information?

- e. What is the location of the book?
- f. What is the call number of the book?
- g. At the time of your search, was the book available to be checked out?

10. Using the Library Catalog, type in the phrase "child care."

- a. How many items are listed in the catalog?
- b. Name at least two other topics covered under child care (for example, Care of Children)

11. Name 5 encyclopedias available through Credo Reference.

a.

b.

c.

d.

e.

12. Is there a Program Resource List for your program area?

Section II:

The following information will determine your ability to use the MLA format for documentation. Find the MLA Citation Style Guide in the Library or access it from the Library Handbook and Guides link on the Library's Web site. Use the Library Catalog to find three books of your choice; also find two magazine articles of your choice. Using the information provided in the MLA Citation Style Guide, fill out the proper documentation format for EACH of the books and magazine articles you have chosen.

a.

b.

c.

d.

e.