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LIBRARY SERVICES

LIBRARY HANDBOOK



LIBRARY HANDBOOK

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E-Mail: library@centralgatech.edu

Introduction to Central Georgia Technical College Library Resources and Services

There are a wide array of library resources and services available to all CGTC students regardless of your location, specialization or academic pursuit. Whether you are enrolled in one of our campuses, county centers, online courses, adult learning programs, high-school dual enrollment programs, business & industry training partnerships or other off-campus training programs you are entitled to the full-level of library resources and services CGTC can provide.

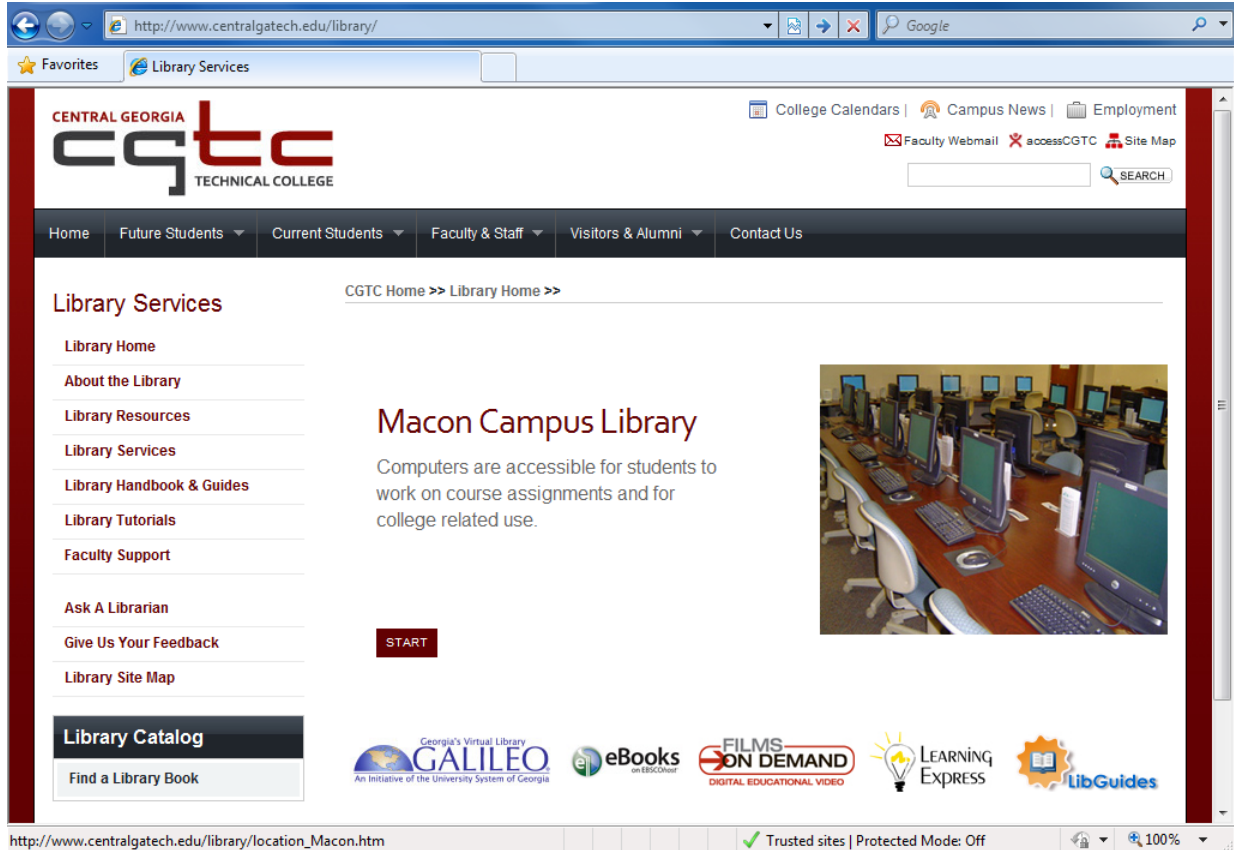
The CGTC Library Services web site www.centralgatech.edu/library is an excellent starting point in conjunction with using this handbook. Instructions for accessing the CGTC Library Services web site and use of its premier online databases and eBooks, online catalog, and user services are provided within. Please refer to the “Table of Contents” to quickly identify and locate areas of interest within the handbook.

GALILEO, the comprehensive virtual library system of Georgia, is linked from the CGTC Library Services web site or accessible directly at www.galileo.usg.edu. GALILEO stands for Georgia Library Learning Online and provides you with immediate access to thousands of full-text magazines, eBooks, reference databases, and educational/professional links at every networked computer on your campus or center. Password access to GALILEO from off-campus is available upon request. This handbook will provide you with additional information on GALILEO, instructions for searching its databases, and obtaining a password.

The CGTC Library Catalog: <http://libcatalog.centralgatech.edu> provides access to thousands of full-text eBooks (electronic books online) and print book materials housed in our Macon and Milledgeville Campus libraries. eBooks are available directly online and print materials are available for check-out by all students regardless of location. Please refer to the sections “Access to Library Materials” and “Check-Out / Circulation Policies and Procedures” for information specific to your enrollment status and location.

As a student of Central Georgia Technical College you have full privileges of use within our Macon and Milledgeville Campus libraries when convenient for you to visit them. Location, driving directions, hours of operation, contact information, and virtual tours are available online at our CGTC Library Services web site. Contact information is provided within this handbook too. We welcome your inquiries and want to assist you with your informational and research needs. Please do not hesitate to contact the Library with any questions you have.

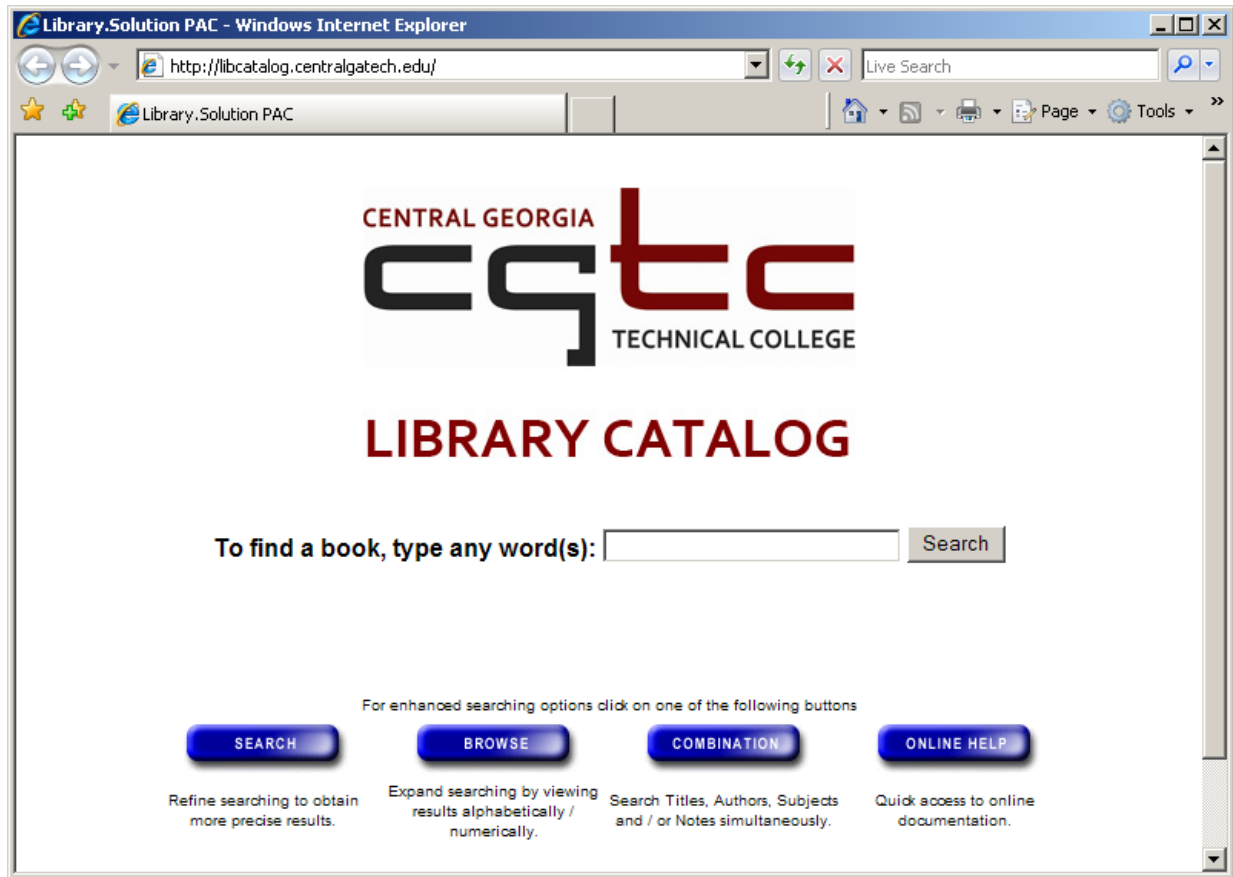
Best wishes with your classes – Please let us know how the Library can assist you further!



The CGTC Library Services web site provides access to resources, services, user guides, handouts, tutorials, and additional library information from the left column navigation headings entitled: “About the Library”, “Library Resources”, “Library Services”, “Library Handbook and Guides” and “Library Tutorials”. Selecting the “Site Map” navigation link provides an outline of all library subheading links and is a good starting point for locating any type of library information.

Accessing the Library Services web site from the CGTC Home Page:

- Beginning at the “CGTC Home Page” (www.centralgatech.edu)
 - Click on the “Current Students” tab
 - Then select the “Library” link
- (The Library website is also available from the “Academic Affairs” link)

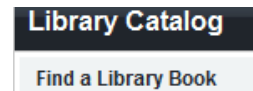


Accessing the Online Library Catalog

There are several ways to access the CGTC Library Catalog. If your location experiences a problem accessing the Library Catalog from the link at the CGTC Library Services web site or web address above, an alternate IP address access method is provided below.

Library Catalog from the CGTC Library Services Web Site:

- Beginning at the “CGTC Library Services Site” (www.centralgatech.edu/library)
- Select the “Library Catalog – Find a Library Book” link:



Library Catalog by IP Number in the Web Browser Address Line: <http://167.196.234.58>

- If unable to access the “Library Catalog” via the named link, please type this IP number in your web browser’s address line: <http://167.196.234.58> and press enter.

About the Library Catalog:

The Library Catalog provides access to thousands of full-text eBooks online and print book materials housed in our Macon and Milledgeville Campus libraries. The Library Catalog allows you to search by title, author, or subject. Your online search will produce a list of book titles, authors, or subject entries containing the word(s) you searched. For more detailed bibliographic information about an item click on the blue underlined “Title” entry. Catalog records for print materials include a call number, location and availability and eBook records provide an “Electronic Resource” web link to the online full-text.

Print book materials are cataloged and arranged according to the Library of Congress Classification System except for Children’s Books which utilize the Author’s Last Name as Call Number. The Library Catalog has a separate “Browse” feature that allows Call Number searching and other bibliographic access methods. Select the “Browse” button for this method.

How to Search the Library Catalog (Basic Title, Author or Subject Search):

1. To perform a simple search in the catalog, type any word or phrase in the blank box and press “Enter” or click the “Search” button. (This performs a general keyword search to locate any books with your search term in the title, as a subject or as an author).
2. To perform a more specific search, click on the blue “SEARCH” button, select your search criteria from the drop-down menus then type in your word or phrase.

Ex.) Find: “Titles or Subjects” that “contain” *Practical Nursing*

Ex.) Find: “Authors” that “begin with” *Hemingway*

3. A list of search results will appear that contain your search word or phrase and in general includes the Call Number, Location, and Availability of an item or the Electronic Resource designation for an item on the first search screen results list.
4. If the Title, Author or Subject results list does not display the Call Number, Location, Availability, or Electronic Resource designation (found in brackets after the title and also indicated by the appearance of a small computer icon next to the open book icon) – then click on the blue underlined Title in your list and detailed information will display.
5. Detailed catalog records for eBooks will display all bibliographic information in one large frame and include an “Electronic Resource” web link to the online full-text.

Detailed catalog records for print books provide a left frame that displays the book Title, Author, and Subject information along with Publisher’s Imprint and Notes. The record’s right frame will display the “Location Information” with the Macon or Milledgeville designation, followed by the item’s location within the Library (ex: General Stacks, Reference, etc.), then the Call No., and finally the item’s Availability, listed as either: “Available” or “Checked Out” or “Overdue”.

Access to Library Materials (Collections Overview)

eBooks

eBooks (electronic books) are full-text books accessible online. Students at any CGTC campus or center may access and view an eBook from any networked computer workstation. CGTC students off-campus or at a remote location may access eBooks online by first logging into GALILEO with the current password, and then selecting the eBooks on EBSCOhost database to access CGTC's eBook collections. Additional information about eBooks on EBSCOhost and GALILEO are provided within this handbook.

Print Books

CGTC's print book collections are housed at the Macon and Milledgeville Campus Libraries. All currently enrolled CGTC students, regardless of location, have access to these collections. Students currently enrolled in traditional courses at either the Macon or Milledgeville Campus, or any CGTC online course or off-campus program and reside within a 25 mile radius of these campuses are required to visit the libraries in person. CGTC students currently enrolled at one of the college's county centers may request to have books checked-out and delivered to their center. Online students who reside beyond a 25 mile radius of our campuses and centers may request to have books checked-out and delivered to their residence.

Periodicals (Magazines, Journals, Newspapers, etc.)

GALILEO, the statewide virtual library of Georgia, provides access to thousands of full-text periodicals online to all currently enrolled students at Central Georgia Technical College. These online full-text periodical databases may be accessed from any networked computer on campus or at our centers and is also available at any remote location via password access. Detailed information on how to search the two premier full-text periodical databases in GALILEO are provided at the "GALILEO Search Guides" portions of this handbook.

The Macon and Milledgeville Campus libraries subscribe to over 300 current print periodicals in support of the college's academic programs. Campus holdings are listed by subject/program area and alphabetically via the CGTC Library Services web site under the heading "Periodical Collections". Periodicals do not circulate outside the Library, however if you are looking for a magazine article we strongly recommend the use of GALILEO to access full-text magazine articles. Articles from campus print subscriptions may be requested through Interlibrary Loan.

Videotapes and DVDs

Instructional videotapes and DVDs are available for student viewing within the Macon and Milledgeville Campus libraries at individual TV/VCR and TV/DVD viewing stations. Videotape/DVD lists are available at the CGTC Library Services web site. The lists are arranged by subject/program areas. Videos/DVDs do not circulate outside of the Library. Faculty are permitted to borrow videos/DVDs for a 1 week period for classroom use.

Check-Out / Circulation Policies and Procedures

- Print books in the general collection circulate for a 2 week period. Books may be renewed for an additional 2 week period in person, by e-mail or by phone if no other requests are pending for the material.
- There is a check-out limit of 5 books per patron.
- Books desired for check out but not owned by CGTC may be available through the public library or interlibrary loan. Contact library with full item description to search.
- Please return library materials to the campus library that items were borrowed from, county center, or designated campus delivery method for remote items borrowed.
- Overdue Fines and Charges: 10 cents per day per item for all library materials returned late. There is a book replacement charge for any lost or damaged items.
- All library materials are due back to the library by end of the semester. No exceptions.
- PLEASE NOTE: Failure to return library materials or paying fines results in a HOLD placed on a student's academic record preventing registration, disbursement of financial aid, mailing of grades, requests for transcripts, and eligibility for graduation.

Campus Students (includes off-campus and online students residing in campus service area)

Students currently enrolled in traditional courses at either the Macon or Milledgeville Campus, or enrolled in a CGTC online course or an off-campus program *and* reside within a 25 mile radius of the Macon or Milledgeville Campus are required to visit the libraries in person.

To obtain a library card visit the campus library nearest you, present your CGTC Student ID and fill out a one page "Student Library Card Application" form. The library staff will then affix a library barcode to the back of your student ID and this will serve as your official CGTC Library Card.

Adult Learning Center students, online students, or other off-campus students (high-school dual enrollment programs, business and industry training partnerships, etc.) that were not issued an official CGTC identification card and reside within a 25 mile radius of our Macon or Milledgeville Campus libraries will need to visit the library nearest them and fill out the appropriate "Student Library Card Application" form for their enrollment tract, present a picture ID and verification of enrollment. The library staff will then issue you a separate CGTC Library Card with barcode affixed.

Student library cards expire at the end of each semester and may be renewed/reactivated for each new semester the student is enrolled. Periodic verification of current enrollment status and home address contact information may be necessary.

County Center Students (Crawford, Jones, Monroe, Putnam, Twiggs counties)

County center students have full access to all online eBooks, GALILEO virtual library databases and online CGTC Library Services web resources at any networked computer workstation within their center. To access print books housed in the Macon and Milledgeville Campus libraries county center students have the option of visiting the campus library nearest them or requesting books for check-out and delivery to their center.

Requesting a Book for Check-Out and Delivery to Your Center:

Please e-mail us at library@centralgatech.edu and provide the following information:

Requestor Information:

1. Your Name
2. Social Security Number/CGTC ID Number
3. Instructional Program Area
4. Location of Your Training Center

Book Information:

1. Book Title
2. Author
3. Location (City and Shelf Location)
4. Call Number

Items that circulate are listed as shelved in the “General Stacks” or “Children’s Books” areas. “Reference” titles do not circulate.

You will be contacted via e-mail about the status of your request as soon as possible. Please allow 24 hours response time during the work week. Requests made on the last work day in the week will be answered on the first work day of the following week. If you need to contact us sooner, please feel free to telephone the Library location your item is designated at and provide us with all information identified above.

You will be notified when the book(s) are mailed to your training center, the expected date of delivery and where to pick-up your book(s). Most likely you will be contacted by the center’s administrative staff when the items arrive. If you are requesting library items for the first time we will create a library card and library patron account for you and send your library card along with your book(s). The Library may need to contact you further when establishing your library patron account regarding account contact information.

Online Students (Remote online students not residing in campus service area)

Students enrolled in CGTC online courses that reside outside of the campus service area have full access to CGTC’s library services and resources, but will need to contact the library via e-mail to request check-out and delivery of print books or copies of journal articles from the Macon and Milledgeville Campus libraries. Instructions follow on next page.

Online Students – How to Request and Access Library Resources

GALILEO Password:

To get the current GALILEO Password:

1. Login to accessCGTC at <https://accesscgtc.centralgatech.edu/>
2. Select the “Learning and Library” tab
3. Look in the right-hand column for the section named GALILEO Password

If you are unable to log into accessCGTC for some reason:

1. Send e-mail to: library@centralgatech.edu
2. Type “Request for GALILEO Password” in E-Mail Subject Line
3. Include all of the following information in the text of your message:
 - A. Your Name
 - B. Your CGTC ID Number
 - C. Your CGTC Course Name and Number

eBooks on EBSCOhost – How To Access Using the GALILEO Password:

1. Go to GALILEO home page: www.galileo.usg.edu
2. Type GALILEO Password in login textbox and click “Login”
3. GALILEO Scholar home page will launch and recognize you as a CGTC user
4. Click on the yellow “Databases A-Z” button
5. Type “eBooks on EBSCOhost” in the textbox and click on the “Find Database” button
6. Select “eBooks on EBSCOhost (formerly NetLibrary)” from the list
7. The eBook Collection page will open providing you access to 50,000+ eBooks

Requesting a Book for Check-Out/Delivery to Residence (Remote Online Students Only):

Please e-mail us at library@centralgatech.edu and provide the following information:

Requestor Information:

1. Your Name
2. Your Full Street Address
- 3 Your City, State and Zip Code
4. Social Security Number/CGTC ID Number

Book Information:

1. Book Title
2. Author
3. Location (Macon or Milledgeville)
4. Call Number

Items that circulate are listed as shelved in the “General Stacks” or “Children’s Books” areas. “Reference” and “PDRC” titles do not circulate.

You will be contacted via e-mail about the status of your request as soon as possible. Please allow 24 hours response time during the work week. Requests made on the last work day in the week will be answered on the first work day of the following week.

CGTC Macon Campus Library

Hours:

Mon-Thur 8 AM-10 PM

Friday 8 AM- 3 PM

Saturday 9 AM- 1 PM

Sunday Campus closed

Closed also on state holidays and semester breaks.

Location:

Macon Campus I Bldg., 2nd Floor. Driving directions online at CGTC Library Services site.

Mailing Address:

Central Georgia Technical College

Library

3300 Macon Tech Drive

Macon, Georgia 31206

Contact the Library:

E-Mail: Library@centralgatech.edu

Telephone: 478-757-3549

Fax: 478-757-3545 Additional contact information available at the Library Services web site.

CGTC Milledgeville Campus Library

Hours:

Mon-Thur 8 AM-10 PM

Friday 8 AM- 3 PM

Sat-Sun Campus closed

Closed also on state holidays and semester breaks.

Location:

A-132, off the central commons area of the Milledgeville Campus facility. Driving directions are online at the CGTC Library Services web site.

Mailing Address:

Central Georgia Technical College

Milledgeville Campus Library

54 Highway 22 West

Milledgeville, Georgia 31061

Contact the Library:

E-Mail: cnipper@centralgatech.edu

Telephone: 478-445-2333

Fax: 478-445-2346 Additional contact information available at the Library Services web site.



GALILEO is the award-winning statewide virtual library system for the state of Georgia. It provides access to thousands of full-text magazine articles, full-text eBooks, encyclopedias, directories, almanacs, business, legal, medical, and government resources, and much more.

“GALILEO Scholar” is the GALILEO interface for post-secondary academic institutions. GALILEO Scholar is linked from the CGTC Library Services web site and can be accessed directly by the web address above. No password is needed to access GALILEO from CGTC’s Macon and Milledgeville campuses or the Crawford and Putnam county centers. A password is needed to access GALILEO at home, other remote center or location. The GALILEO password is always available through accessCGTC or may be requested from the Library by e-mail (instructions on next page).

FINDING MAGAZINE ARTICLES IN GALILEO:

Two of the most extensive full-text/full-page-image periodical databases (magazines, journals, newspapers, etc.) in GALILEO are called “EBSCOhost” and “ProQuest”. Step-by-step instructions for searching these databases are included within this guide.

GALILEO Password

The GALILEO Password expires every 3 months. To get the current GALILEO Password:

1. Login to accessCGTC at <https://accesscgtc.centralgatech.edu/>
2. Select the “Learning and Library” tab
3. Look in the right-hand column for the section named GALILEO Password

You may also obtain the GALILEO password by visiting either of the campus library locations in person, from your county center’s administrative office or you may contact the CGTC Library via e-mail to request a current GALILEO Password. Please provide all information below in your e-mail request:

REQUESTING GALILEO PASSWORD BY E-MAIL

1. Send e-mail to: library@centralgatech.edu
2. Type “Request for GALILEO Password” in E-Mail Subject Line
3. Include all of the following information in the text of your message:
 - A. Your Name
 - B. Your CGTC ID Number (or Social Security # if you don’t know ID Number)
 - C. Your Course Name and Number

Remember: the GALILEO password is case sensitive and must be entered in all lower-case letters.

Please Note: The state of Georgia is under contractual agreement with the database suppliers for services purchased for GALILEO. This agreement stipulates the Library **cannot** distribute the GALILEO Password by telephone for security and potential misuse issues.

Scope and Coverage of GALILEO Databases

To learn additional information about the scope and coverage of any of the GALILEO databases click on the “[more »](#)” link next to the database name and brief description. This will provide a detailed description of the database content, database provider, years covered and how frequently the database is updated. A complete annotated list of GALILEO databases is available to CGTC students by request from the CGTC Library. Please e-mail us at Library@centralgatech.edu and request the “GALILEO Database Descriptions Lists”. These multi-page lists can be e-mailed to you as Word attachments or mailed to your residence. If you preferred them mailed, please include your full mailing address.



Finding Magazine Articles using EBSCOhost Search

1. Start at the **GALILEO Scholar** home page: www.galileo.usg.edu.
2. Click on the yellow “**Databases A-Z**” button.
3. Type “**EBSCOhost Search**” in the text box and click on “Find Database” (or click the “E” index and select from an alphabetic list).
4. Click on the “**EBSCOhost Search**” link to open the EBSCO search screen.
5. **Type your search terms** in the text box beside the blue “**EBSCOhost**” button and click the “**Search**” button.
6. **Search results are listed in blocks of ten brief article citations.**

The title of the article appears in blue and is underlined, followed by the author, publication, date, volume, issue number and pages.
7. **To view the full-text magazine article:** click on the links beneath the title labeled: HTML Full Text or PDF Full Text .
8. **To print the article:** For HTML Full-Text articles use the printer icon on the toolbar above the text; for PDF Full-Text articles select the printer icon on the Adobe toolbar.
9. To return to the list of results, click the “**Result List**” link above the text of the article.

10. **Revising EBSCOhost Search Selections**

EBSCOhost pre-selects all essential databases to search. To de-select any database:

- A. Click on the blue “**Choose Databases >>**” link above the search box.
- B. De-select databases by clicking the small box next to a database to remove check mark.
- C. After de-selecting unwanted databases click the “**OK**” button.



Finding Magazine Articles in the ProQuest Databases

1. Start at the **GALILEO Scholar** home page: www.galileo.usg.edu.
2. Click on the yellow **“Databases A-Z”** button.
3. Type **“ProQuest Databases”** in the text box and click on **“Find Database”** (or click the **“P”** index and select from an alphabetic list).
4. Click on the **“ProQuest Databases”** link to open the ProQuest search screen.
5. **Type your search terms** in the white text box and click the **“Search”** button.
6. **Search results are listed in blocks of ten brief article citations.**

The title of the article appears in blue and is underlined, followed by the author, publication, date, volume, issue number and pages.
7. **To view the magazine article:** click on the blue underlined Article Title or the Full Text, Text+Graphics, or Full Text-PDF link beneath the title.
8. **To print the article:** Full-Text or Text+Graphics articles use the standard print options at top toolbar; for Full Text-PDF articles select the printer icon on the Adobe toolbar.
9. **Revising ProQuest Database Selections**

ProQuest pre-selects all available databases to search. To de-select any database:
 - A. Click on the blue underlined **“Select multiple databases”** link under search box.
 - B. De-select databases by clicking the small box next to a database to remove check mark.
 - C. After de-selecting unwanted databases click the **“Continue”** button.
10. To return to the list of results, click the **“Back”** icon at top left corner of screen.



eBooks on EBSCOhost

eBooks on EBSCOhost contains over 50,000 research, reference, and general reading eBooks. You can search by author, title, subject, keyword, publisher, ISBN or browse by category. You can search every word in every eBook, or search within a particular eBook.

1. Access **eBooks on EBSCOhost**:

- A. Go to the GALILEO Scholar Home Page: www.galileo.usg.edu
- B. Click on the yellow “Databases A-Z” button, then type
eBooks on EBSCOhost in the box and click the “Find Database” button.
- C. Click on the **eBooks on EBSCOhost** link.

* OR visit the CGTC Library home page: www.centralgatech.edu/library

and click this icon 

2. Searching for **eBooks**:

- A. Enter your search terms in the “Basic Search” textbox and click on “Search.” Default searching is by keyword, but you may search by “Title” or “Author” as well. Click on the blue question mark button for other search options.
- B. A list of eBook titles will display.

3. Viewing **eBooks**:

- A. Locate the eBook title you want to view from the results list and click on “eBook Full Text.” You now have access to the entire book online.
- B. If you need additional descriptive information about the eBook click on the “Detailed Record” link in the upper left corner of the screen.
- C. Save options, citation information and printing options are available on the right side of the screen.


OFF CAMPUS USERS:

To use **eBooks on EBSCOhost** from off campus you will need the GALILEO password: Login to accessCGTC at <https://accesscgtc.centralgatech.edu/>, select the “Learning and Library” tab. The password is located in the right column. The password changes every semester.



Films On Demand Streaming Video Collection

Films On Demand provides access to 8,200 video programs covering academic, career and technical education areas. You can search by keyword or browse by subject or collection.

1. Access **Films On Demand** from the GALILEO homepage: www.galileo.usg.edu
 - A. Click on the yellow “Databases A-Z” button, then type **Films On Demand** in the text box and click on the “Find Database” button.
 - B. Click on the **Films On Demand** link.
 - * OR visit the CGTC Library home page: www.centralgatech.edu/library and click this icon 

2. Searching for videos in **Films On Demand**:

- A. Enter your search terms in the “Search” textbox at the top of the page and click on “Search.” The default option is to “Search By Title”. You may also “Search By Segment” to expand your search and find more results.
- B. A list of video titles will be displayed on a new page.

3. Viewing videos on **Films On Demand**:

- A. Locate a desired video from the results list and click on the video title.
- B. To view the video, click anywhere on the video player.
- C. Hovering the mouse over the video player will display options to play/pause the video, adjust the volume, and expand the video to full screen.

OFF CAMPUS USERS:

To access **Films on Demand** from off campus you will need the current GALILEO password: Login to accessCGTC at <https://accesscgtc.centralgatech.edu>. select the “Learning and Library” tab. The password is located in the right column and changes every semester.

- * For an online tutorial and additional information go to:
<http://libguides.centralgatech.edu/FOD>



Sharpen your skills and improve your grades with online practice tests and self-paced courses.

Learning Express Library has interactive practice tests for academic and career entrance exams, certification and licensure tests, as well as English, math, and writing skills tutorials, job search skills, eBook study guides and more.

1. Go to the CGTC Library home page: www.centralgatech.edu/library
2. Click on the Learning Express icon at lower right:
3. Select desired “Learning Center” from the left navigation menu
4. Select one of the modules and click on the “Login to add” link to the right
5. Create an account by clicking on “Register” in the New Users area and create a personal username and password. Once you have established an account, you can sign-in by clicking the “Returning User Login” on the main screen.
6. Click the “Register” button.
7. To begin the module, click on the stoplight icon that says “Start This Test Now.”



* For an online tutorial and additional information go to:
<http://libguides.centralgatech.edu/learningexpress/>



CGTC Library “How To Guides”

LibGuides provide “how to” help in using the library’s resources. Need to find journal articles online? Need help researching a paper topic? Finding an eBook? Studying for the PSB or COMPASS exam? Need to watch a video on Films on Demand? Or other need?

1. Accessing **LibGuides**:

- C. By website: <http://libguides.centralgatech.edu>
- D. Or visit the CGTC Library home page: www.centralgatech.edu/library

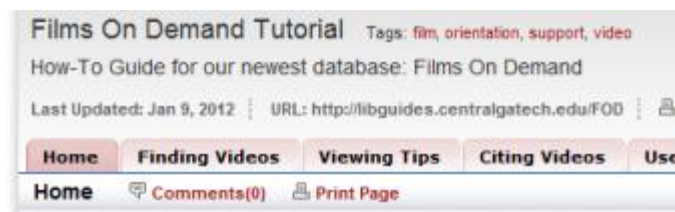
and click this icon The icon is a blue square with a white 'L' inside, followed by the word 'LibGuides' in a blue, sans-serif font.

2. Searching for help on **LibGuides**:

- A. Type your keyword search terms in the “Search” textbox at the top of the page and click on “Search.” A list of pages with your search terms will display on a new page. Example searches could be “MLA” or “find a book”.
- B. You can also browse by subject, by tags, or by most popular pages using the lists provided below the search box.

3. Finding information on **LibGuides**:

- D. Once you have chosen a page to view, read through all of the information on the page to find answers to your questions.
- E. Each guide will have more than one page of information. Check the top of the page for the navigation tabs. In the picture below, there are tabs (or pages) for “Finding Videos”, “Citing Videos” and more.



- F. Remember: Libguides is a library website, so there are no advertisements on our pages. We do however provide links to many helpful websites that are not library pages. If you find a website to be just great or plain awful – let us know! You can e-mail us your feedback at library@centralgatech.edu.

Central Georgia Technical College Library

INTERLIBRARY LOAN REQUEST

To request books or articles not owned by the CGTC Libraries

Name: _____ Date of request: _____
Street Address: _____ Date available: _____
City, State, Zip: _____ Return Date: _____
(if book item)
Social Security No./CGTC Student ID No.: _____
Phone number: _____ E-Mail: _____

***Student must have CGTC Library Card account established prior to ILL request.**



BOOK

Title: _____

Author: _____
Publisher: _____
Date of Publication/Edition: _____ ISBN: _____

ARTICLE

Article Title: _____

Author: _____
Journal title: _____
Volume: _____ Number: _____ Date of Publication: _____

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

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A General Works

AE General Encyclopedias

B Philosophy-Religion

B-BJ Philosophy

BF Psychology

BL-BX Religion

C Auxiliary Sciences Of History

CB History of Civilization

CT Biography

D History: General and Old World

D World History,
World Wars

DA Great Britain

DD Germany

DK Russia, Former Soviet
Republics

DS Asia

DT Africa

E-F History of America

E 1-143 America

E 151-857 U.S.

E 184.5-185.98

African-Americans

F 1-957 States & Local

F 1001-1140 Canada

F 1201-3799 Latin America

G Geography, Anthropology, Folklore

G Geography

GB Physical Geography

GE Environmental Sciences

GN Anthropology

GR Folklore

GT Manners and Customs

GV Recreation

H Social Science

HA Statistics

HB-HJ Economics

HC Economic History

HD Industries

HF Commerce

HF 5546-5548.85

Office Management

HF 5601-5689

Accounting

HG Finance

HG 179 Personal Finance

HG 4001-4285

Business Finance

HM-HX Sociology

HQ Family

HV Criminology

J Political Science

JA-JC Political Science

JF-JQ Political Institutions

& Public Administration

JK United States

JS Local Government

JX International Law

K Law

K 3566-3578

Public Health Law

K 3601-3674

Medical Legislation

K 3740-3762

Education Law

K 3840-4375

Regulation of Industry,

Trade, and Commerce;

Occupational Law

KF United States Law

KF 2915

Legal Aspects of Nursing

KFG Georgia Law

L Education

LB Theory and Practice

LB 1140-1140.5

Preschool Education

LB 2353.48 ACT Test Prep

LB 2353.57 SAT Test Prep

LB 3060.33 GED Test Prep

LC Special Aspects of

Education

LD Individual Institutions –

United States

LT Textbooks

M Music

M Scores

ML Literature of Music

MT Musical Instruction

N Fine Arts

NA Architecture

NC Graphic Arts

ND Painting

NK Decorative Arts

P Language & Literature

P Philology & Linguistics

PA Classical Languages

& Literature

PE English

PG Slavic Languages

& Literature

PJ-PL Oriental Languages

& Literature

PN General & Comparative

Literature

PQ Romance Literature

PR English Literature

PS American Literature

PT Germanic Literature

PZ Fiction in English

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Q Science

- QA 75.5-76.95
Computer science
- QA 101-699
Mathematics
- QC Physics
- QD Chemistry
- QM Human Anatomy
- QP Physiology
- QR Bacteriology

R Medicine

- RA Public Aspects of
Medicine
- RB Pathology
- RB 24-33
Pathological Anatomy
and Histology
- RB 37-56.5
Clinical Pathology;
Laboratory Technique
- RC Internal Medicine
- RC 86.7 Paramedic
Technology
- RD Surgery
- RG Gynecology and
Obstetrics
- RJ Pediatrics
- RK Dentistry
- RK 60 Dental Assistant;
Dental Hygienist
- RM Therapeutics;
Pharmacology
- RM 300 Pharmacology
- RS Pharmacy
- RS 122.95
Pharmacy Technician
- RT Nursing
- RT 41 Medical-Surgical
Nursing
- RT 62 NCLEX Test Prep

S Agriculture

- SA Plants & Horticulture
- SB 433
Turfgrass Management
- SF Animal culture
- SH Fish culture
- SK Hunting sports

T Technology

- T 351-385
Engineering Graphics
- TA General Engineering
- TA 401-492
Materials
- TD Sanitary & Municipal
Engineering
- TE Highway Engineering
- TH Building Construction
- TH 5011-5701
Building Trades
- TH 7005-7699
HVAC
- TJ Mechanical Engineering
- TJ 1135-1345
Machine Shops and Shop
Practice
- TK Electrical Engineering
- TK 4660 Arc Welding
- TK 5101-6720
Telecommunication
- TK 5101.875
Internet
- TK 7800-8360
Electronics
- TL Motor Vehicles,
Aeronautics,
Astronautics
- TL 1-484
Motor Vehicles
- TL 500-777
Aeronautical
Engineering
- TN Mining; Metallurgy
- TP Chemical Technology
- TP 492 Refrigeration
- TR Photography
- TR 897
Computer Animation
- TS Manufactures
- TS 156 Quality Control
- TS 227 Basic Welding
- TT Handicrafts, Arts &
Crafts
- TT 180-200
Woodworking
- TT 950-979
Beauty Culture;
Hairdressing;
Cosmetology
- TX Home Economics

U Military Science

V Naval Science

Z Bibliography & Library Science

- Z 52-52.5
Word processing;
Desktop Publishing