

LIBRARY SERVICES

Collection Development

If you discover that the library is missing an important resource, please complete and submit a *Collection Development Form*. Forms are available at the Information Desk at all three campus libraries. For more information contact the Information Desk at:

Riverside – 951-222-8652 Moreno Valley – 951-571-6109 Norco – 951-372-7115

Curriculum Development

New courses or programs to be submitted to the Curriculum Committee require a joint review of library resources, and the signature of a library designee. Please call the library's Curriculum Committee representative at 951-222-8657 for more information.

Inter-Campus Loan

Books not available from the home campus can be shipped from another campus at your request. Please complete and submit a *Library Transaction Request Form* at the Information Desk. Books will take approximately four working days to arrive at the destination campus and can be picked up at the Circulation Desk. For more information contact the Information Desk at:

Riverside – 951-222-8652 Moreno Valley – 951-571-6109 Norco – 951-372-7115

Inter-Campus Photocopy

Photocopies of journal articles located at another campus are available for 10¢ a page (5¢ for microform copies). Please complete and submit an *Inter-Campus Photocopy Request Form* at the library Circulation Desk. Photocopies will take approximately five working days to arrive at the destination campus and can be picked up at the Circulation Desk. For more information contact the Information Desk at:

Riverside – 951-222-8652 Moreno Valley – 951-571-6109 Norco – 951-372-7115

Inter-Library Loan

Interlibrary loan for staff is available for materials that are not present at any of the district libraries. A fee charged by the borrowing library may be associated with this service. For more information contact the Information Desk at:

Riverside – 951-222-8652 Moreno Valley – 951-571-6109 Norco – 951-372-7115

LAMP Website

The library's website, LAMP (<http://library.rcc.edu>) provides access to a wide variety of resources including the library catalog, electronic resources via the library's subscription databases, and selected Internet resources. Important LAMP Features include:

General Information – Provides helpful information regarding the libraries' hours of operation, maps, resources, library cards, etc.

Library Services – Contains information on reference services, intercampus loan and copies, and faculty services. You can also use “What do I have checked out?” to see what materials you currently have checked out on your card.

Library Catalog – The library catalog contains records for items available in all district libraries. Library materials include books, media (e.g., videos, CDs, etc.), and course reserve items. A library card, which can be obtained at the circulation desk, is required to check out any library materials. The library catalog can be searched by SUBJECT, TITLE, AUTHOR, KEYWORD, AUTHOR/TITLE, CALL NUMBER, and PERIODICAL TITLE. The course reserves can be searched by instructor name or course title. Individual item records will display the location, call number, and availability of materials in the libraries for all three campuses.

Electronic Resources – The Electronic Resources portion of the library’s website provides a list of the library’s subscription databases. These databases contain articles from magazines, scholarly journals and newspapers, and information from electronic dictionaries, encyclopedias, and other reference resources. These electronic resources can be accessed from both on and off campus. Off campus access requires users to login with a user ID and password, which corresponds to their University ID and name.

Internet Resources – Contains helpful guides and tutorials on using and evaluating Internet resources, as well as subject directories of reviewed and evaluated websites.

Library Cards

A library card, which can be obtained at the Circulation Desk, is required to check out any library materials. This card can be obtained at no charge upon proof of employment (staff ID). This card will expire upon termination of employment. Faculty may check out a maximum of 50 items with the circulation period being the end of the current session. These items are subject to recall after three weeks. Items can be renewed for the same circulation period as the initial checkout at the Circulation Desk or by phone. Reference items, periodicals, microfilm, and some reserve items cannot be checked out, but must be used in the library. A \$1.00 fee will be assessed for the replacement of a lost library card. Please refer to *Board Policy 7036, Replacement or Retrieval of Overdue Library Materials* for information regarding the circulation policy, schedule of printed notices, overdue fines and replacement bills, delinquency suspension of library privileges, and grievance procedure or contact the Circulation Desk at:

Riverside – 951-222-8651 Moreno Valley – 951-571-6111 Norco – 951-372-7019

Library Instruction

Arrange to bring your students to the library where a librarian will show them how to make best use of the library’s resources and services. Library Orientations can be customized to suit your specific needs. Please let the librarian know if there are particular resources or services you would like to have emphasized. *Library Orientation Request* forms can be filled out in person or over the phone at the Information Desk. Library Orientations must be scheduled at least one week in advance. For more information contact the Information Desk at:

Riverside – 951-222-8652 Moreno Valley – 951-571-6109 Norco – 951-372-7115

Reference

The reference collection contains encyclopedias, almanacs, dictionaries, directories, handbooks, indexes, and statistical sources. These books are not available for check out, since they are considered LIBRARY USE ONLY materials. A librarian is available at the Information Desk during all hours of operation to answer any questions you may have or assist you in finding the resources you require. For more information contact the Information Desk at:

Riverside – 951-222-8652 Moreno Valley – 951-571-6109 Norco – 951-372-7115

Reserves

Any course materials including textbooks, study guides, and sample tests can be placed on reserve at the library. Please complete a *Library Reserve Request* and submit this form along with the course materials to the Circulation Desk of the appropriate campus library. Materials will be available to students within three working days. Items on reserve can be viewed in the library catalog on the LAMP website. Reserves can be searched by the instructor's last name or the course title. For more information contact the Circulation Desk at:

Riverside – 951-222-8651 Moreno Valley – 951-571-6111 Norco – 951-372-7019

General Contact Information

Riverside – 951-222-8650

Moreno Valley – 951-571-6111

Norco – 951-372-7019

Website – <http://library.rcc.edu/>