**General Access Computer Lab (GACL):**
A computer lab is available for students on all campuses. Hours are posted on the Library website and on the door to the GACL. Usernames for students include last name, first name first initial and six random numbers (ex. Henry James, jamesh345678). These usernames are located on roll sheets or can be obtained from the librarian. Passwords are student ID numbers without dashes.

**NCTC Help Desk**:
The Help Desk is your first place to report and receive help for anything related to computers. From login problems to hardware and printers, the Help Desk is staffed with knowledgeable professionals and trained students.
Phone: 940-668-4284 or x4284 when on any NCTC campus

**Library Hours:**
Operating hours for all three campus libraries can be found at http://www.nctc.edu/NCTC_Library/hours.html

Have questions? We are here to answer them! Stop by and see us or visit the Faculty FAQ page on the library website at http://www.nctc.edu/NCTC_Library/faculty_faqs.html

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*Everything You Need To Know About*

# North Central Texas College Libraries

*But Did Not Know To Ask*

***A Guide for Adjunct Faculty***

***www.nctc.edu/NCTC_Library/library_mainpage.html***

This pamphlet is designed to provide you with information about the North Central Texas College libraries and their services. Highlights include **Bibliographic Instruction** for class, **Online Databases** for research, and an extensive **E-book** collection.

## Librarians

**Gainesville**:
Diane Roether, Dir. x4283 droether@nctc.edu
Shedrick Pittman-Hassett x4325 spittman-hassett@nctc.edu

**Corinth**:
Beverly Snow, Assoc. Dir. x6231 bsnow@nctc.edu
Dax Stokes x6265 dstokes@nctc.edu

**Bowie:**
Robin Studdard x5215 rstuddard@nctc.edu

## Physical Collection: Books:

The library contains collections of both non-circulating reference books and circulating books. Students may not check out reference books, but faculty may check them out for a short time period. Faculty may check out circulating books for the entire semester while students have a three week loan period with renewals.

## Physical Collection: Audiovisual Material:

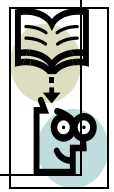
Audiovisual materials (DVDs, videos, etc.) can also be checked out with a one-week loan period for faculty. Students have an Overnight or Library Use Only loan period depending on material. Renewal for these materials is available.

## Online Books (E-books):

The library subscribes to ***NetLibrary***, a database that provides full-text books for viewing online. These e-books are recorded in the library catalog and can be accessed from the catalog or by clicking the "NCTC eBook Collection" link on the on-campus access page. Off-campus access is also available.

## Databases:

NCTC provides access to databases on a wide range of topics.



## Databases (cont.):

**Literature Resource Center**, **Health Source**, **Academic Search Complete**, **Points of View,** and **JSTOR** are just a few of the comprehensive, mostly full-text databases you or your students can access on campus or from home.

## Off-Campus Access:

Accessing the library off-campus is easy! It all begins with myNCTC. After logging in, choose the "Students" tab, and follow the links for the Library. For faculty, the username is the first initial of your first name and your last name (Henry James = hjames). Your password will be provided by HR or the IS department.

## Reserves:

Materials such as textbooks, additional readings like articles or book chapters, and other materials may be placed on reserve at the library. Copyright compliance does apply, so just stop by the library and ask a librarian for help. **Please allow up to one week for processing of reserves.** The Reserve Form can be found on the Faculty FAQ page of the library website.

## Courier, Interlibrary Loan, & TexShare:

One way we maintain access to all materials in our catalog is to courier materials among the NCTC campus libraries. Courier service is available Monday thru Friday and usually arrives in two to three school days. Interlibrary loan services are also available **(allow up to two weeks for delivery)**. TexShare cards (allow access to area libraries) are available in the library and expire at the end of each school year.

## Bibliographic Instruction:

The librarians can instruct your class in conducting research for assignments. Schedule a session with one of the librarians on your campus for assistance. Librarians are also on call in the library to answer any questions your students may have about finding and citing resources.

## Audio Visual Equipment:

Multimedia equipment (digital projectors, **podium keys** and other equipment) may be checked out at the Gainesville and Bowie campus libraries. In Corinth, AV materials are checked out in room 358 or by calling x6249. AV services in Corinth are administered by the Information Systems (IS) department.