

## Library Resources and Collection

### **Print Collection**

The library print collection is cataloged and shelved using the Library of Congress Classification System. The library collection contains numerous print sources from a wide range of subjects which include but are not limited to business, computer technologies, nursing, humanities, social sciences, science, and math. Hardcover books are preferred due to their durability. Works of lasting value will be purchased in hardcover when available. Paperbacks will be purchased for rapidly changing topics or topics of low interests. The library will consider purchasing multiple copies of books that are of popular interest and high demand.

### **Reference**

The library collection contains numerous print reference sources from a wide range of subjects, including business, nursing, humanities, social sciences, science and math, etc. Reference books do not circulate out of the library; they have to be used in the library only.

### **Texas & Texas Reference**

The Texas and Texas Reference Collection offers reference materials for research and popular reading relating to the state of Texas, the city of Clarendon, Donley County, and surrounding areas. Some materials are non-circulating.

### **Clarendon & Local History**

This collection contains sources such as works of local and area authors, photographs, early maps, letters, diaries and much more.

### **Faculty Reserve**

Selected materials are placed on reserve by faculty and shelved at the Circulation desk. Students may check out two reserved items at a time. Circulation periods vary by instructor. Most items circulate for 2 hours and accrue a late fee of \$1.00 per hour. Audiovisual material on reserve must be viewed in the library.

### **Textbooks**

Current class textbooks are bought for the library for tutor use, or for the students waiting on their textbook order to come in. Professors may place their own textbook copies on reserve for students' use. Current textbook use is for student to use in the library, not to replace students buying them. Textbooks on reserve may be used in the library or for copying up to Census Day (12<sup>th</sup> class Day). Non class textbooks will be purchased only when they provide a good, general introduction to a topic or when no other general books can be found.

### **Periodicals**

Journal, magazine, and newspaper subscriptions represent a continual and often large expense, thus added selectively. Electronic full-text availability from one of the

subscription databases will be a factor in determining whether to subscribe to the print version of a particular magazine.

### **Newspapers**

The library subscribes to a select number of local and area newspapers. Subscription is based upon request and availability of funds.

### **Reserve Books and Videos**

The library has some material that faculty may assign to their students that are not to leave the library. These materials can be checked out and used in the library only. Students will need to ask the library staff for these items.

### **Videotapes and DVDs**

Videotapes and DVDs are purchased by recommendations from faculty and/or students. Guidelines for books are applied to videos.

### **Audio books and Music CD**

Audio books and Music CDs are purchased by recommendations from faculty and/or students. Guidelines for books are applied to CDs.

### **Foreign Language Materials**

The collection contains a small number of foreign language titles written in languages other than English; these titles are purchased when they support the Foreign Language curriculum as needed.

### **Popular Fiction (McNaughton Collection)**

The library maintains a rental collection of Popular Fiction for patrons' leisure reading. Popular fiction is purchased from the rental collection unless the book is considered of significant literary value or studied in a literature or reading course. This collection is frequently rotated and updated. Book requests for popular fiction may be made at the circulation desk.

### **Clarendon College Catalogs**

The library keeps one catalog on the shelf for use any time and one in the library archives; ask library staff if you would like to view this material. Archival items may be used in the library under staff supervision.

### **Rare**

The mission of the Rare Book Special Collection is to acquire, to preserve, to provide access, and to promote the use of rare and archival materials. Materials collected include the archival records of the college, rare books, materials related to the college, heritage of Clarendon, Texas, and the United States. These materials are too rare or fragile to exist in the library's main collection; therefore, they are stored in a specially controlled, secure area. The materials do not circulate (Please see Library staff for assistance in the use of this collection). Special Collections materials must be used in the Library under staff supervision. All titles in this collection are listed in the library's online catalog.

### **Microform**

The Microform Collection provides back issues of selected magazines and journals in microfilm and microfiche formats. The library currently does not have a Microform Reader, but please let library staff know if you are interested in viewing them. The more interest in this format will determine if a microform reader is needed in the future.

### **Vertical file**

The Vertical File Collection is a collection of pamphlets, booklets, leaflets, newspaper and magazine article clippings that are considered to be of interest to students, faculty staff and the college. It is organized and divided into subjects that are arranged alphabetically. The file also includes maps and pictures- it is an excellent resource for research and class assignments.

### **Equipment/Media Services**

The Library provides audiovisual equipment and resources to support classroom assignments. Most classrooms are equipped with an LCD projector, a document camera, and the capability to play a DVD or CD. The library has the following audiovisual equipment available for student use: TV, VCR player, DVD player, CD player, laptop, scanner, and more. Students wishing to borrow equipment outside the library must get approval from classroom instructor. It will be the responsibility of the instructor to check out the equipment for the student for that particular class assignment.

### **Typewriter**

Students have access to a typewriter located in the Learning Resource Center. Please report any problems with the equipment or to get new typewriter ribbons at the circulation or LRC desk.

### **Online Catalog**

Students have access to the Online Catalog from any computer on and off-campus. Through the online catalog students can look up any item in the Clarendon College Library as well items in all the libraries who are members of the Harrington Library Consortium (HLC). This service is available through the cooperative agreement with more than a hundred academic, public, and school libraries in the Texas Panhandle. In addition to the print collection, students have access to over 18,000 e-books (Electronic Resources) available through EBSCO Host. To gain access to the e-books in the online catalog, off-campus students will need the username and password located within their Student Portal. E-books will automatically open within the library.

### **E-Books (Electronic Resources)**

The library has e-books also available through EBSCO Host located within the TexShare databases. EBSCO Host e-books are accessible from any computer on and off-campus. There are over 27,000 e-books within the database; to gain access to the e-books off-campus, students will need the username and password located within their Student Portal.

### **Electronic Databases**

The library subscribes to several electronic databases that include a wide range of full-text magazines, journals, newspapers, images, and books, and government document resources, and more. This is very helpful to students because they do not have to see if the library owns the journal nor wait for an interlibrary loan article to arrive. Many full text articles are also available in PDF (Portable Document Format) which show the article pages exactly the same as they would appear in the actual magazine article including illustrations, graphs and charts. Students can access the databases from the library homepage. Many online vendors control access by a range of computer IP addresses. Anyone coming from a library IP address gains access, a user will need passwords to access from outside this IP address. Passwords for accessing the online databases are available within the Student Portal or in some cases, the instructor. Passwords are only to be given to students of Clarendon College. PowerPoint guides over the following databases are available on the library's webpage.

### **SIRS (Social Issues Resources Series)**

SIRS Researcher is a general reference source with three databases containing thousands of full-text magazine and journal articles exploring social, scientific, health, government, historic, business, economic, political and global issues. Articles and graphics are selected from over 1,500 domestic and international publications.

### **Texshare**

Texshare provides full-text articles from encyclopedias, almanacs, journals and newspapers. Database topics include homework help for students, health information, business information, biography and genealogy, as well as literature and archival information. This database includes EBSCOhost eBooks which gives access to over 27,000 eBooks that can be read online. It also includes Literature Resource Center (Gale), Texas Digital Sanborn Maps, Funk and Wagnall's New Encyclopedia, and much, much more.

### **BrainFuse**

BrainFuse offers personalized online tutoring through recorded sessions and live tutors covering a wide variety of subjects, 24 hours a day. Students are able to interact with a live tutor, submit a question, create flashcards, and more with BrainFuse. Students can access BrainFuse from any computer on or off campus. BrainFuse is located in the Student Portal and accessed with the same username and password as their Student Portal login. See the Learning Resource Center Coordinator for more details.