

# Library Services

## Library Purpose

The purpose of the Clarendon College Library/LRC is to support the college curriculum and provide library services and resources to all Clarendon College students and faculty regardless of location.

## Library Mission

The mission of the Clarendon College Vera Dial Dickey Library is to provide resources and services to support the academic curriculum and to assist all library users in the development of lifelong learning and information literacy skills.

## Print Collection

Students have access to over 1 million titles through the Harrington Library Consortium (HLC) through our [online catalog](#). This service is available through the cooperative agreement with more than seventy-five academic, public and school libraries in the Texas Panhandle. In addition to the print collection, students have access to over 27,000 e-books available through EBSCO Host (formally NetLibrary).

## Reference

The library collection contains numerous print reference sources from a wide range of subjects, including business, computer technologies, nursing, allied health, humanities, social sciences, science and math, etc. Reference books have to be used in the library.

## Texas & Texas Reference

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

## Clarendon & Local History

This collection contains an abundance of resources, including a wide variety of books, works of local and area authors, photographs, early maps, letters, diaries and much more.

## 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 too 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. Please ask library staff to assist you with the use of these resources.

## 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.

## Orientations

Library orientations are available for new and returning students and faculty. Orientations consist of a general introduction to using the Library. In a hands-on setting, participants will learn about the wide variety of resources

available on-line and have time to experiment with some of them, including the Online Catalog and selected databases. The session will also include a discussion of print materials and finding resources that are not on-line, and research strategies for specific course assignments. Our goal is for the library user to develop the ability to locate, evaluate and integrate information from all of the resources in the collection. Please check with the staff for an available time.

### **Library Instruction**

The library instruction program is designed to teach a research process that will effectively meet the educational needs and interests of the individual student, and others using the resources of the library. Library staff is sensitive to the diverse learning styles and delivers customized instructional orientations, and face-to-face instruction sessions as needed; thus providing a life-long opportunity for users by allowing them to be self directed and self sufficient.

### **Interlibrary Loan**

Students are encouraged to use the Interlibrary Loan (ILL) service available through the library to request books, magazine and journal articles not found in the Clarendon College (CC) collection. This service generally takes 2-8 weeks and delivery by the date requested is not guaranteed due to the lending library's ability to fill the request. Please check the college collection and the Clarendon Public Library collection (Burton Memorial Library) to see if the item is available locally before submitting your ILL request. Request forms are available at the circulation desk.

### **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.

### **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) and the article pages appear exactly the same as they would be found in the actual magazine article including illustrations, graphs and charts. Students also have access to free databases located on the library homepage.

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

SIRS Researcher is a general reference source with three (3) 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.

### **OED (Oxford English Dictionary)**

The OED covers words from across the English-speaking world, from North America to South Africa, from Australia and New Zealand to the Caribbean. It also offers the best in etymological analysis and in listing of variant spellings, and it shows pronunciation using the International Phonetic Alphabet.

### **HLC (Harrington Library Consortium)**

HLC is a computerized cooperative library network established to meet the informational and research needs of library users. The consortium is the only multi-institutional, cooperative informational library network in the state of Texas supporting a universal library card. It consists of over seventy-five public, academic, and school libraries providing a collection of over 3 million items.

### **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 NetLibrary which gives access to over 27,000 eBooks

that can be read online. It also includes Info Trac Custom Newspapers, Literature Resource Center (Gale), Texas Digital Sanborn Maps, Funk and Wagnall's New Encyclopedia, and much, much more.

### **Free Database Trials**

From time to time the library solicits input from students and faculty regarding their opinion of databases the library is considering for purchase. The library will notify all Clarendon College students and faculty that the free trial is available via the college e-mail and flyers. You will have an opportunity let us know what you think about the database.

### **Photocopy Service**

The library has a coin-operated copier available to all library users. Copies are ten cents per copy. The Library supports the copyright law and recognizes fair use by educational institutions. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of reproductions of copyrighted material. All library users are expected to obey the copyright law in their use of print, audiovisual, and microcomputer software. Illegal copies of copyrighted material may not be made or used on equipment owned by the college.

### **Printing**

Printing in the Library is done remotely from the computers. When you press "PRINT" from your computer, the information is sent to a central printer located in the computer lab. Make sure the library computer is selected before you press print. The library does not charge for printing at this time, in order for the library to continue this free service, we ask that you be very selective when printing. If your document does not print the first time, check with library staff before pressing print a second time.

### **Copyright Notice**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of reproductions of copyrighted material. All library users are expected to obey the copyright law in their use of print, audiovisual, and microcomputer software. Illegal copies of copyrighted material may not be made or used on equipment owned by the college.

### **Equipment/Media Services**

The Library provides audiovisual equipment and resources to support classroom assignments. Most classrooms are equipped with an LCD projector, an overhead projector, and a tv/vcr. Other audiovisual equipment available for student use includes compact disc player, cassette deck, digital camera, laptop, and scanner. Students wishing to borrow equipment 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.

### **Multimedia Area**

The library has an area where students can watch videos or DVDs. The area is equipped with TV/VCR combinations, DVD and CD players and a typewriter. Library policies regarding no food and drink and cell phones also apply to the multimedia area.

### **Group Study Areas**

Group study areas are available for group studying. Areas are used on a first come first served basis; however a 2 hour limit may be imposed as needed. Library policies about food, drink and cell phones also apply to the study areas.

### **Where can I get Help?**

The library provides a reference desk that is staffed by qualified librarians willing to help students with their informational needs. Individualized assistance is available upon request for assistance in using the computers, on-line catalog, databases, reference materials, etc. Telephone reference is available by calling the library at (806) 874-4815 - 800-687-9737, ext. 116; or e-mail your questions to [pamela.reed@clarendoncollege.edu](mailto:pamela.reed@clarendoncollege.edu) or [annis.stvenhagen@clarendoncollege.edu](mailto:annis.stvenhagen@clarendoncollege.edu).

### **Tutoring**

Contact the library to request free tutoring offered by campus clubs and organizations; or to sign up to be a tutor. This service is only available if we can solicit qualified volunteers.

### **Reference Service**

Librarians are available to assist faculty, staff and students with reference and research needs.

### **Library Consortium**

The Library is a member of the Harrington Library Consortium (HLC) which is comprised of over 100 academic, university, public, and school libraries in the Texas Panhandle sharing a collection of over one million titles.

To obtain books from another library, you must have a valid HLC library card and be in good standing with the issuing library of that card. It is the responsibility of the borrower to satisfy any financial obligation incurred at the lending library. As part of the agreement, Clarendon College will place a hold on a patron record until the fine is cleared and/or materials returned to the lending library. We cannot accept money for payment of fines that are due at another library, and we cannot accept materials that belong to another library, they must be returned to the appropriate library.

### **Cooperative Agreements**

Cooperative agreements with other libraries and agencies are used to enhance the resources and services available to Clarendon College students and faculty. These agreements are not used by the library to avoid responsibility for providing adequate and readily accessible library resources and services. Formal agreements are formalized and regularly evaluated by the library director.

### **TexShare Library Card**

The Library is a participant in TexShare, a statewide program whose primary purpose is to share library resources. The TexShare Card program enables Clarendon College Students and faculty to obtain borrowing privileges from academic libraries, at both public and private institutions throughout the state. Clarendon College students and faculty in good standing can obtain a TexShare card at the Circulation Desk. TexShare is a powerful online information resource, with a vast collection of electronic databases. Each database is a searchable storehouse of information.

For a list of participating members and their library policies visit the [TexShare](#) web page.

### **Suggestions & Comments**

We want to hear from you, the customer. We welcome your comments and suggestion so that we may serve you better. Send them to [pamela.reed@clarendoncollege.edu](mailto:pamela.reed@clarendoncollege.edu).