

Clarendon College Library Orientation/Instruction Handout

Open the web page www.clarendoncollege.edu. Click on Library. Passwords for library resources can be found in the student portal.

The First Column is where students will find most of the Research Tools.

HLC Online Catalog is where student can search for books and electronic resources within **Harrington Library Consortium (HLC)**. HLC is a group of over 100 public, private, academic, and school libraries who share resources, services, and a collection of more than 1 million items. If you have a library card at one of the HLC Libraries, you may borrow items from any of the HLC libraries using your card. Student must be in good standing with their home library before they can borrow materials from another library. The following is what students will find on the Online Catalog's homepage.

- **Other material** – list the library's small collection that we physically have in the Clarendon College Library, including a list of our print magazines, DVD, and more.
- **Nursing Journal Collection** – this is where students can access online Nursing Journal the library subscribes to. To access the electronic resources off campus, users will need the **username and password**, which can also be found within the student portal.
- **Library of Congress Classification Outline** – tells students the classification the call number represent. This makes looking for a certain subject area in the library easier for students.
- **Interlibrary Loan (ILL)** – the ILL service is available for students to request books and other items not found in the Clarendon College Library collection. This service generally takes 1-6 weeks and delivery by the date requested is not guaranteed, due to the lending library's ability to fill the request.
- **Intercampus Library Loan (ICLL)** – the LCLL service is for students at the Pampa Center to request item from the Clarendon Campus Library. Requested items are only sent out and returned two days a week. This service is only available bring the Fall and Spring semesters.
- **Purchase Request Form** – Library staff wants to know the opinion of our students. If a student feels that a particular book would benefit them or other students, please sent us a request. Requesting a book for the library does not guarantee that the book will be ordered.

- **Electronic Databases** - The databases include a wide range of full-text magazines, journals, newspapers, images, books, government documents, and more. Many full text articles are available in PDF (Portable Document Format) which views the article exactly how it would be in the actual magazine, including illustrations, graphs and charts. Many online vendors control access by a range of computer IP addresses. Anyone coming from a library IP address gains access, but users will need to use the passwords if they are accessing from outside this IP address range. Passwords for accessing the online databases are available in the Student Portal or from library staff.
- **Books for e-Readers** – Cloud Library is set up to download e-books and audio books to an e-readers with a checkout period of two weeks. Students must have their library card and pin number. See library staff for this information.

When searching the catalog, students can click the Home icon to return back to the homepage of the Online Catalog.

Affiliation Agreements are between our Clarendon College Library and other libraries in our area. Clarendon College does have agreements with all Amarillo libraries, the city libraries in Pampa and Childress, as well as the WT Cornette Library. The Affiliation Agreement between the Cornette Library states that students participating in the “Destination WT” program will receive checkout privileges for the Cornette Library. Students must present their registered Library Card which is on the Clarendon College student ID. Upon presentation of their student ID, Clarendon College students will be asked to complete a Cornette Library registration form, then the student will be issued a temporary Cornette Library ID for checkout purposes.

Databases

- **TexShare** provides abstracts and full-text articles from encyclopedias, almanacs, journals newspapers and more. Database categories include health, business, biography, genealogy, literature, archival information, and more. Off campus or for use outside the library, students will need to use the Username and Password found in the Student Portal.
TexShare includes databases from the following companies:
 - EBSCO - [popular EBSCO database:](#)
 - Academic Search Complete
 - Gale
 - Opposing Viewpoints in Context
 - Science in Context
 - ProQuest
 - EBook Central
- **SIRS** is a general reference source database containing thousands of full-text magazine and journal articles exploring social, scientific, health, government, historic,

business, economic, political and global issues. Off campus students will need to use the Username and Password found in the Student Portal.

- **ProQuest** includes 4 databases that contain scholarly journal, videos, dissertations, magazines, and more.
- **Gale** contains selected current newspapers; social, medical, legal, business, health issues; and literary criticism. Articles are offered with full-text, abstracts, and citations. Users may print or email documents. Remote access is available with passwords provided in your Student Portal.
 - Gale eBooks
- **Access World News** includes newspaper coverage ranging from current day to the 1980's. The resource has over 11,000 sources covering local, national and international topics. Off campus students will need to use the Username and Password found in the Student Portal.
- **Salem Online/EBooks** provides e-books that cover topic with the following genre: Off campus students will need to use the Username and Password found in the Student Portal.
 - History& Social Science
 - Literature
 - Science, Mathematics & Careers
 - Health
- **Flipster Magazines** contains electronic magazines available to all students.
- **HLC Database** contains databases available to CC students provide by HLC. Library Card and Pin numbers are required for off-campus use.

Resource Guides

- This is where students can find PowerPoint presentations and videos over TexShare, SIRS, CC Online Catalog, and more.

Citation Help

- **MLA Citation Help** will take us to a page where you can find help on how your papers should be formatted and examples.
- **Chicago-Style Citation Help** will take you a link that will help with citation.
- **APA Citation Help** will take you a link that will help with citation.

About Us

- Student can find a little bit of information about the Library building itself.

Resources and Collection

- Students can find information over the different collections the library has available to our students.

Library Polices

Library Services

- **Library Service** documents – explain what material and services we offer to students and faculty, on and off-campus.
- **Interlibrary loan request form** - is where students can request books from other libraries to be sent to our Library. Some public libraries charge a shipping fee.
- **Harrington Library Consortium** - is a link that will take students to the HLC's homepage where you can take a look at the following databases and services offered. Most require your library card and pin number if off campus. Not all the databases available through HLC are college level databases, some of the databases student may find useful from HLC are the following:
 - Free e-books by Project Gutenberg
 - Britannica Academic Encyclopedia
 - Granger's World of Poetry
 - Cypress Resume
 - Learning Express Library
 - Global Road Warrior
 - Cloud Library - eBooks and audio books
- **HLC Directory** – Directory of all the libraries that are part of **HLC**. Click on the town to see what libraries are HLC members, not all library in every town are HLC members.

Amarillo	Bedford	Boise City	Booker	Borger	Bushland
Cactus	Canadian	Canyon	Channing	Childress	Clarendon
Claude	Dalhart	Darrouzett	Dimmitt	Dumas	Friona
Fritch	Groom	Hereford	Matador	McLean	Memphis
Pampa	Panhandle	Perryton	Plainview	Quitaque	Shamrock
Silverton	Skellytown	Spearman	Stinnett	Stratford	Sunray
Texhoma	Tulia	Vega	Wellington	White Deer	

Dual Credit High Schools – Links to the dual credit high school library webpages.

LRC Homepage - links to the LRC home page. On the LRC homepage students can find information over the LRC Tutoring Lab.

FAQ document – Frequently Asked Questions

Surveys are requested to be filled out every Spring semester, but feel free to fill one out at any time. These surveys are a way for your library staff to know how better to help you in your educational needs.

- Online Orientation Survey is a survey over the PowerPoint presentations or In-class Orientation. Your library staff requests that every online student fill one out in the Spring Semester or with your first online class.

Clarendon Campus Map

The **second column** is where students can find the Library's contact information and hours.

If you need help always feel free to ask the library staff or email me at pamela.reed@clarendoncollege.edu.