

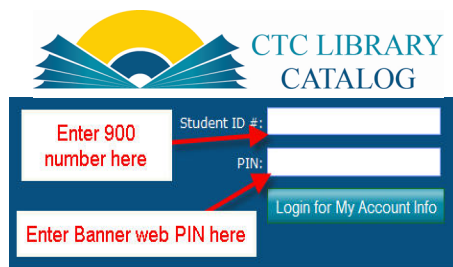
Accessing your Online Library Account

Use your student ID number (900) and
Banner web PIN to log in

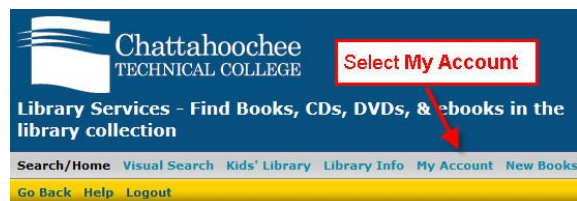
If you need help, contact the library
in person, by phone, or by CTC email:

library@chattahoocheetech.edu

Select the **Library Catalog** on the Library homepage
at <http://www.chattahoocheetech.edu/library>



Once logged in select **My Account**



Select **Renew My Materials** to renew library books

Select **Passwords for Library Resources** to access GALILEO and other databases from home



Contact Us!

library@ChattahoocheeTech.edu
www.chattahoocheetech.edu/library

Marietta Library 770/528-4536
980 South Cobb Drive, Marietta, Georgia 30060
Mon-Thu 7:30 AM-8:30 PM
Fri 8:00 AM-2:00 PM

Appalachian Library 706/253-4572
100 Campus Dr. Jasper, Georgia 30143
Mon-Thu 8:30 AM-8:00 PM
Fri 8:00 AM-2:00 PM

Canton Library 770/345-1390
1645 Bluffs Parkway Canton, GA 30114
Mon - Thu 8:30 AM-8:00 PM
Fri 9:00 AM-1:00 PM

Mountain View Library 770/509-6320
2680 Gordy Parkway NE, Marietta, GA 30066
Mon - Thu 8:30 AM-6:00 PM
Fri 10:00 AM-2:00 PM

North Metro Library 770/975-4122
5198 Ross Rd. Acworth, Georgia 30102
Mon-Thu 8:00 AM-8:00 PM
Fri 10:00 AM-2:00 PM

Paulding Library 770/443-3630
400 Nathan Dean Blvd. Dallas, Georgia 30132
Mon-Thu 8:00 AM-8:00 PM
Fri 9:00 AM-1:00 PM

Woodstock Library
8371 Main St. Woodstock, GA 30188
Closed for Renovations

Austell Program Resource Ctr 770/732-5908
1578 Veterans Memorial Hwy. Austell, GA 30168
Call for hours.

The Chattahoochee Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Cheri Mattox-Carroll, 5198 Ross Road, Room 132N, Acworth, GA 30102, (770) 975-4152, or (770) 528-5805, or cheri.mattox-carroll@chattahoocheetech.edu or Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G1106, Marietta, GA 30060, (770) 528-4529, or maryfrances.bernard@chattahoocheetech.edu.

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Library & Information Services



Chattahoochee
TECHNICAL COLLEGE

Home Access Guide 2014

www.chattahoocheetech.edu/library

or

www.facebook.com/ctc.library



OH NO!

The Library is CLOSED!

For the future—**check the hours** (over).

Now what do I do? I need library resources to complete my assignment and I didn't get any passwords, etc. in advance!

EMERGENCY PROCEDURES:

1. Relax. Take a deep breath.
2. Find a PC with an internet connection.
3. Go to the Chattahoochee Tech Library website
<http://www.chattahoocheetech.edu/library>
4. Determine what materials (books, articles, reference materials) you need to complete your assignment; follow the instructions in the appropriate section of this brochure to access these materials.
5. Don't let it happen again! See the **"I Plan to Work From Home"** section of this brochure.
6. Still have Questions?
Visit <http://libraryanswers.chattahoocheetech.edu>

I Need Articles

- **From the Library Page, start with GALILEO or**
- Try the [Directory of Open Access Journals](http://www.doaj.org) website:
<http://www.doaj.org/doaj?func=searchArticles>
- Or try Stanford University's [Highwire](http://highwire.stanford.edu/cgi/search) product; search for articles using <http://highwire.stanford.edu/cgi/search>
- Check [Wikipedia's list of open access journals](http://en.wikipedia.org/wiki/Category:Open_access_journals) at
http://en.wikipedia.org/wiki/Category:Open_access_journals

I Need Books

1. Click on [Library Catalog](#) on the CTC Library homepage.
2. Enter search terms (words or phrase, title, author, etc.); select **Electronic Book Library** under the library: pull down; submit the search.
3. Review results— select any **Online Resource** book,
 - click on the **URL** or the 
 - **Ebrary & Credo Reference** enter your **student ID #** to view the book.
 - **EBSCOhost:** Username: **chattech** & Password: **CTC + GALILEO Password**
 - **Project Gutenberg** ebooks are free

Or try: <http://books.google.com/> or
http://openlibrary.org/subjects/accessible_book

Other Options

With a CURRENT validated CTC student ID card, CTC students may use the library facilities and check out materials from **Georgia Highlands College, Kennesaw State University Library, Southern Polytechnic State University Library.**

- Georgia Highlands College
<http://gilfind.highlands.edu/>
- Kennesaw State Library - 770-423-6202
<https://gil.kennesaw.edu/>
- Southern Polytechnic Library - 678-915-7276
<https://gil.spsu.edu/>

Or, contact your **local public library** or **bookstore** in-
vestigate if their hours/resources meet your needs.

I Plan to Work

From Home

What do I need to do?

- Learn how to **Access your Online Library Account** (over) – **you'll be able to access all CTC library online resources** from home as long as your account is active;

or

- You visit any CTC library **once a semester** to get [GALILEO](#), [Facts On File](#), [Global Road Warrior](#), [Newsbank](#), and other **resource passwords**.

With the [GALILEO](#) password, access journal, magazine and newspaper articles from any of the [GALILEO](#) databases, and access other resources, for example:

- **Encyclopedias**— log into GALILEO, click on Databases A-Z tab, select E, scroll down to [Encyclopedia Britannica Online](#); **or** Select C, scroll down to [Credo Reference](#)
- **Literary Criticism**— log into GALILEO, click on Databases A-Z tab, select L, scroll down to [Literature Resource Center \(Gale\)](#) or [Literary Reference Center](#)
- **Images** — log into GALILEO, click on Databases A-Z tab, select I, scroll down to [Image Quest](#); Millions of images available for non-commercial educational purposes

Check the library guides by course or program for suggestions:

<http://LibraryGuides.ChattahoocheeTech.edu>

