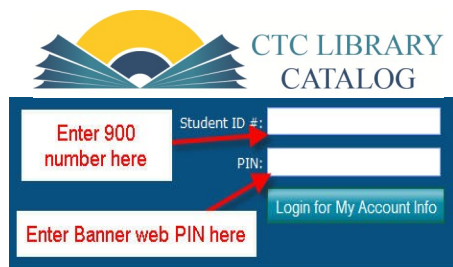## Accessing your

Online Library Account

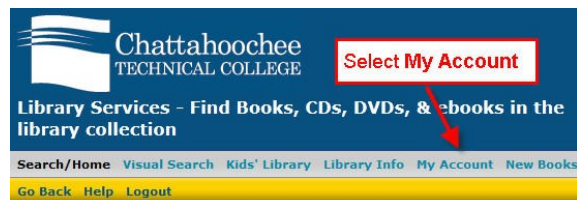Use your student ID number (900) and Banner web PIN to log in

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 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

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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
Sat   9:00 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

Mountain View Library   **770/509-6320**
2680 Gordy Parkway NE. Marietta, GA 30066
Mon –Thu   8:30 AM-8:00 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   9:00 AM-1:00 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   **770/516-6892**
8371 Main St. Woodstock, GA 30188
Mon-Thu   8:30 AM- 6:30 PM

Austell Program Resource Ctr 770/732-5908
1578 Veterans Memorial Hwy. Austell, GA 30168
Wed   10:00 AM-3:00PM

Library & Information Services

Chattahoochee
TECHNICAL COLLEGE

Home Access Guide 2012

www.chattahoocheetech.edu/library
and
Libraryguides.chattahoocheetech.edu
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 plus check the library guides for suggestions: http//libraryguides.chattahoocheetech.edu
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.

I Need Articles

- Try the Directory of Open Access Journals website: **http://www.doaj.org/doaj?func=searchArticles**
- Or try Stanford University's Highwire product; search for articles using **http://highwire.stanford.edu/cgi/search**
- Check Wikipedia's list of 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: GALILEO Password
   - **Project Gutenbook** ebooks are free

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

Other Options

With a 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** to investigate 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

- Visit any CTC library **once a semester** to get GALILEO, Facts On File, Global Road Warrior, or Newsbank **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