San Jacinto Campus Library
Building 300

Information Guide

San Jacinto Campus Library  951-487-3455
Research Help  951-487-3452
Book Renewal  951-487-3455
Interlibrary Loan  951-487-3453
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GENERAL INFORMATION

The library is open when classes are in session and closed during semester breaks and holidays. See the MSJC Library website for current hours.

SJJC Library Mission Statement

To connect the students, faculty, and community of the San Jacinto Campus to a world of information, with enthusiasm and professionalism, in a welcoming environment conducive to academic research and study.

Consistent with the MSJC mission, and the Library Bill of Rights endorsed by the American Library Association, the SJC Library supports instruction, faculty research, and the general information and cultural needs of the MSJC community.

SJC Campus Library Staff

<table>
<thead>
<tr>
<th>Librarians</th>
<th>Staff</th>
</tr>
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<tr>
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LIBRARY POLICIES

Library Conduct

- Respect those studying around you by keeping conversation and group collaboration quiet.
- Please silence your phones while in the library and take all calls outside or to the Cell Phone Zone (CPZ) in the lobby.
- Abide by the MSJC Student Code of Conduct, including acceptable computer use.

Children

- Children under 18 years old who are not current MSJC students must be accompanied by a parent or guardian at all times and can remain in the library for no longer than 30 minutes per day. They should be kept quiet and orderly and must not be allowed to touch or operate computers or any equipment.
- Library personnel take no responsibility for unattended children left in the library. If children are found to be here without a parent or guardian, the administration and/or police will be notified.

Borrowing Policies

- Current MSJC students, faculty and staff members may borrow materials from both the SJC and MVC Libraries.
- A current MSJC student ID card or a faculty/staff ID is required to borrow materials.
- Community members are welcome to use the library for research but do not have borrowing privileges.

Check-Out Periods

- Books, magazines and journals - 3 weeks
- Popular movie DVDs - 1 week
- Reserve materials / instructional DVDs/videos - Library use only

Renew Library Materials

- Renew materials by visiting or calling the Library OR by activating your online account from the My Account link on the library homepage
- Materials that are overdue or that have been requested by other students cannot be renewed
Overdue Fines

- Books - 25¢ per day
- Audiovisual Materials - $1.25 per day
- Reserve Materials - $1.25 per hour

Fines do not accrue on Saturdays, Sundays or holidays. All notices regarding fines and overdue materials are sent to student e-mail only.

LIBRARY SERVICES

Research Help - The MSJC Librarians can help you with:
- Choosing a topic
- Finding sources for your research assignments
- Citing – See the Citation Guide (under Library Research Guides on the Library website)

MSJC Libraries Catalog

- Use the catalog to locate books, eBooks, articles, and more
- Place holds on items that are checked out or that are available at the MVC Library; see a Library employee for assistance

Borrowing Books from Other Libraries

The MSJC Libraries website has links to other library catalogs that you can search to find material you want to borrow. You can obtain materials from other libraries in two ways.

1. Interlibrary Loan: Request materials from other libraries to be delivered to the SJC Library. Click on the Interlibrary Loan link under the Library Services tab on the library homepage. Allow up to two weeks for delivery of materials. There is a $2.00 processing fee for each item requested.

2. Borrowing Directly from Other Libraries: MSJC students have borrowing privileges at member libraries of the Inland Empire Academic Libraries Cooperative (IEALC). Students must apply in person for an IEALC card at either of the MSJC libraries before going to one of the participating colleges to borrow material. See the library website for a current list of member libraries.
Computer Access

Computers are available for student, faculty/staff, and community member use. Users must abide by the college’s [acceptable use policy](#).

Student Wireless Access for Personal Devices

- Use your MSJC username and password to access the MSJC Student Wireless network
- Printing is not available wirelessly

Photocopies and Printing

- Photocopies and computer printing: 10¢ per page
- Purchase print cards from the dispensers in the Library or Learning Resource Center; cash only, no debit system

Equipment

- Document scanner (documents must be saved to a flash drive)
- Headphones and flash drives for use in the library
- Scientific calculators for 1-week checkout
- VCR/DVD player

Assistive Technology

- Low vision magnifier

LIBRARY COLLECTIONS

Books & eBooks

- Print books available for check out and reference books for library use only
- EBooks accessible through the [Library website](#). You will be prompted to enter your MSJC username and password if you are accessing eBooks from off campus.

Textbooks

- Textbooks available for library use only. They are shelved according to subject and class number. Check the Textbook Shelves or ask a Librarian for help.
Magazines & Newspapers

- Print magazines and journals available for checkout except for the current issue
- Digital popular magazines accessible through Flipster on the Library website
- Print newspapers available for library use only (L.A. Times, Press Enterprise and Wall Street Journal, La Opinion, Idyllwild Town Crier)

Library Databases

The MSJC Libraries subscribe to a variety of databases that provide access to journals, magazines, newspapers, encyclopedias, streaming video and audio, eBooks, and reference materials. Databases are available through the Articles & Databases tab on the Library website. You will be prompted to enter your MSJC username and password if you are accessing library databases from off campus.

Databases arranged by subject:

**Anthropology**

- CultureGrams

**Auto Repair**

- AutoMate

**Business**

- Business Source
- Lexis-Nexis Academic

**Careers & Vocational Guidance**

- Career Guidance Center
- College Source

**Child Development**

- Videatives (streaming video)
Current Events and Hot Topics

- CQ Researcher
- Issues & Controversies
- Opposing Viewpoints in Context

Dance

- Dance in Video

EBooks

- Credo Reference
- Ebrary eBooks
- Ebsco eBooks
- Gale Virtual Reference Library
- Springer eBooks

Education

- College Source
- ERIC (Educational Resources Information Center)
- Primary Search
- Videatives (streaming video)

Environmental Science

- GreenFILE

General Research

- CQ Researcher
- Credo Reference
- Ebscohost Premier Collection of Databases
- Issues and Controversies
- JSTOR
- Lexis-Nexis Academic
- Opposing Viewpoints in Context
- Time Magazine Archive (1923 - 2000)

Geography

- CountryWatch
- CultureGrams
Government / Politics

- Business Source Premier
- Country Watch
- Military & Government Collection

Health Sciences

- CINAHL + Full Text Nursing Journals
- Health Source: Consumer Edition
- Health Source: Nursing/Academic Edition
- MEDLINE
- Nursing Reference Center

History

- American History in Video
- African American History Online
- African American Studies Center
- America History and Life with Full-Text
- History Reference Center
- Slavery And Anti-Slavery: A Transnational Archive

Law

- Lexis-Nexis Academic

Literature

- MagillOnLiterature Plus

Music

- Classical Music Library (audio)
- Garland Encyclopedia of World Music Online (audio)
- Jazz Music Library (audio)

Newspapers

- Brooklyn Daily Eagle Newspaper Online, 1841-1902
- CountryWatch
- Lexis-Nexis Academic
- New York Times
- Newspaper Source Plus
- Nineteenth Century U.S. Newspapers
- Times (London) Digital Archive (1785-1985)
**Performing Arts**

- Audio Drama: The L.A. Theatre Works Collection (audio)
- Dance in Video
- Music Online: The Garland Encyclopedia of World Music (audio)
- Opera in Video
- Theatre in Video

**Social Sciences**

- CQ Researcher

**Psychology / Behavioral Sciences**

- Psychology & Behavioral Sciences Collection

**Science**

- Access Science
- Science Online

**Statistics**

- CountryWatch
- Lexis-Nexis Academic
- Rand California
- Statista

**Video (streaming)**

- American History in Video
- Dance in Video
- Films on Demand
- Kanopy
- Opera in Video
- Theatre in Video
- Videatives
UNDERSTANDING CALL NUMBERS

Each print book in the library has a unique call number. A call number is like an address: it tells us where the book is located in the library. MSJC Libraries, like many academic libraries in the U.S., use Library of Congress Classification for call numbers. This system uses a combination of letters and numbers to arrange materials by subjects. See the next page for an outline of subject areas.

Call numbers that appear in the catalog match each book’s spine label. Note that on the spine label the call number is written from top to bottom, but it displays left-to-right in the catalog.

Reading Call Numbers

Read call numbers line by line:

- Read the first line in alphabetical order: A, B, BF, C, D ... L, LA, LB, LC, M, ML ...
- Read the second line as a whole number: 1, 2, 3, 45, 100, 101, 1000, 2000, 2430 ...
- The third line is a combination of a letter and numbers. Read the letter alphabetically.
- The number as a decimal, e.g. .C65 = .65 .C724 = .724 (Some call numbers have more than one combination letter-number line.)

This is the year the book was published.


What does the call number mean?
The first sections of the call number represent the subject of the book. The letter-and-decimal section often represents the author’s last name or title. The last section is usually the date of publication.

Title: What You Need to Know About Developing Study Skills, Taking Notes & Tests, Using Dictionaries & Libraries
Author: Coman, Marcia J.
Call number LB2395 .C65 1991

The first two lines describe the subject of the book.
LB2395 = Methods of Study, in Higher Education

This line often represents the author’s last name.
.C65 = Coman

The year the book was published.
LIBRARY OF CONGRESS CALL NUMBER OUTLINE

Below are the main classes of the Library of Congress Classification System, represented by single letters in bold. Some of the frequently used sub-classes are shown below the main classes.

A General Works
B Philosophy. Psychology. Religion
C Auxiliary Sciences of History (Civilization, Archaeology)
D World History (except Americas)
E History - Americas (Indians of North America, United States)
F History - Americas (U.S. local, Canada, Mexico, Latin America)
G Geography. Anthropology. Recreation
  GV Recreation, Games, Sports, Dance
H Social Sciences
  HB-HC Economics
  HD-HE Industries, Labor, Transportation
  HF Commerce, Business administration, Careers
  HM Sociology (General)
  HQ Family, Marriage, Women
  HV Social pathology, Social and public welfare, Criminal justice
J Political Science
  JK United States
  JV Immigration
K Law
  KF United States
L Education
M Music
N Fine Arts
P Language and Literature
  PE English language
  PN Literature (General), Poetry, Drama, Journalism, Collections
  PQ Romantic literature (French, Italian, Spanish, Portuguese)
  PR English literature (British)
  PS American literature
  PZ Children’s literature
Q Science
  QA Mathematics, Computer science
  QB Astronomy
  QD Chemistry
  QM Human anatomy
  QR Microbiology
R Medicine
S Agriculture (Plant culture, Forestry, Animal culture, including pets)
T Technology (Engineering, Automotive, Photography, Cooking)
U Military Science
V Naval Science
Z Bibliography, Library science