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# WELCOME TO THE LIBRARY!

The Library at South Suburban College is a central service area for books, periodicals, audiovisual materials, subscription databases, and online resources that support the classroom needs of the students, faculty, and staff as well as the research and informational needs of the community. The Library encourages self-inquiry by teaching users how and where to find information and how to enjoy and evaluate the world of books, magazines, media, and online resources. Reading this guide to Library services will help you discover and understand the wonderful things the Library provides and will equip you with some of the skills needed to succeed in college and to be a lifelong learner. The faculty librarians will be happy to provide assistance in locating materials and resources for college assignments, personal projects, or general information. The librarians and Library staff look forward to seeing you!

The Library provides comprehensive services including: reference services and assistance using the Library; a vast collection of books, periodicals, government documents, and audiovisual materials; a collection of textbooks for classes which are being offered by the college; information skills instruction so that students can find, use, and analyze information; study space on both floors; 36 computers with Internet access; computer printers; copy machines; and an enlarger for the visually impaired.

The collection focuses on the coursework offered at South Suburban College. There are approximately 25,000 books in the collection, 55 periodical titles (magazines, journals, newspapers), numerous U.S. government publications in the government documents collection, and several audiovisual materials (videocassettes, CDs, LPs). Membership in the System Wide Automated Network (SWAN) catalog enhances the Library's resources and makes our collection available throughout the community. There are over 80 libraries which list their collections in the SWAN catalog, and students are able to request and check out most of these materials with a South Suburban College library card or a local library card from any of the libraries in the system. Library users also have access to the several catalogs covering over 1,500 Reaching Across Illinois Library Systems (RAILS) libraries with which the Library has established a reciprocal borrowing system. Additionally, Library users may also have materials requested from the I-Share catalog, which includes the resources of 76 academic libraries in Illinois which belong to the Consortium of Academic and Research Libraries in Illinois (CARLI).

The subscription databases are valuable library resources. They allow users access to articles, ebooks, testing resources, and more. Our subscription databases include EBSCOhost (a database of databases!), Credo Reference, Testing & Education Reference Center, ProQuest's Chicago Tribune database, Naxos Music Library, Oxford Music Online, and the Oxford English Dictionary.

Visit the Library's webpage: [http://www.ssc.edu/en\\_US/Services/Library/](http://www.ssc.edu/en_US/Services/Library/)

“Our mission is to Serve our Students and Community through Lifelong Learning.”

## **I. GENERAL INFORMATION**

### **Fall & Spring Library Hours**

Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.

### **Summer Library Hours**

Monday – Thursday	8:00 a.m. – 8:00 p.m.
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### **Telephone Numbers**

SSC main switchboard	(708) 596 - 2000
Reference Desk	ext. 5750
Circulation Desk	ext. 5751
University & College Center	ext. 3247

### **Conduct**

The Library is designed to provide students with a quiet place for reading, study, and research. Consideration for the rights and needs others should be the guiding principle of conduct within the Library.

**Eating, drinking, smoking, and using cell phones are not permitted in the Library.**

**Thank you. ☺**

**Campus police will be contacted immediately if loud and disruptive patrons or unattended children are in the Library.**

#### **Level 1 of the Library:**

Circulation Desk  
Computers  
Government documents  
Music collection  
New periodicals  
Printer and copy machines  
Reading area  
Reference books  
Reference Desk (librarians are here)  
Study areas  
Teaching and Learning Center  
Washrooms are in the southeast corner

#### **Level 2 of the Library:**

Back issues of periodicals  
Circulating books  
Library instruction room  
Quiet study areas  
Technical Services Office  
Videotapes  
Washrooms are in the southeast corner

## **II. USING THE LIBRARY**

### **What is information literacy?**

Information literacy skills allow users to determine what information is needed, how much information is needed, how to access this information effectively and efficiently, how to evaluate information, and how to use information for a specific purpose. In these times when the amount of digital information found in online indexes, full-text databases, websites, e-books, and e-journals is increasing alongside a large tangible amount of information stored in books and other formats, the quest for information can seem daunting. Research skills and information literacy skills are necessary to find the proper information in today's society, which is inundated with information and change. (Did you ever use the Internet for research and spend a lot of time searching, ultimately with insufficient results? Did you realize everything is not on the Internet? Did you know the Library purchases online database access to content which you will not find through a search engine like Google?)

### **What does a librarian do?**

Have no fear, for librarians are here to help you develop and hone information literacy and research skills. Librarians have master's degrees in library science, and professional librarians conquer the constantly changing information and knowledge management systems to serve the needs of students, faculty, staff, and the community. There are 3 full-time faculty librarians in the Library, and we can be found at the Reference Desk on the first floor. We can help you find and use information in both print and digital formats and use technology to help you succeed. Through helping you find information, the librarians teach you how to search for, find, and evaluate information which is useful for you. We teach and promote lifelong learning through our instruction in classrooms, one-on-one assistance, and through the physical and digital collections we build and maintain. We are here to help you cross the informational and digital divide, and we are delighted to help you discover the Library and its many resources.

### **Why is the Library good for me?**

*Mastering library skills and information literacy skills is important!* A good understanding of how to use the Library and acquiring information literacy skills are important for your success in college and your journey of lifelong learning. In fact, the Library is aligned with the mission of the college—to serve our students and the community through lifelong learning. Library services enhance your studies and appreciation of learning and improve your academic pursuits and personal lives. We hope you appreciate that you can borrow books and other materials from our library collection and other libraries for free, receive assistance with research, study and learn in a supportive environment, access computers, and do more in the Library!

## Reference

### *Do you need some help using the Library, finding resources, or finding an answer?*

A faculty Librarian can be found at the Reference Desk during most hours the Library is open. The Librarian will be happy to assist you with answering specific questions or with using the many resources.

## Faculty Librarians

Marilyn Wells, Reference Librarian	e-mail: <a href="mailto:mwells@ssc.edu">mwells@ssc.edu</a>
Sangeeta Kumar, Technical Services Librarian	e-mail: <a href="mailto:skumar@ssc.edu">skumar@ssc.edu</a>
Angeline (Angie) Nalepa, Reference Librarian	e-mail: <a href="mailto:analepa@ssc.edu">analepa@ssc.edu</a>

## Library Instruction

Library orientation classes are conducted by the librarians to acquaint students with the resources that are available in the Library for general use or the specific use of resources for a course. Faculty may schedule an orientation class at any time! We are always happy to assist students, faculty, and staff on an individual basis as well.

## SWAN Catalog

Web address: <http://swan.mls.lib.il.us/>

South Suburban College is part of the SWAN online catalog, which contains over 1 million records of books, videos, periodicals, cassettes, CDs, DVDs, and other materials in 80 libraries across the southern suburbs. Our books and periodicals are in the SWAN online catalog—not our audiovisual materials, which are listed in binders near each collection.

## Searching the Catalog

From the main page of the SWAN online catalog, you can search by keyword, title, or author (last name, first name). Choose one of these options and enter information into the search bar. The SWAN online catalog defaults to search “All SWAN Libraries,” but if you choose one of the libraries from the menu, the results will only search the catalog of that particular library. For example, if you want to do a keyword search for plants to see what is available at South Suburban College, from the main page do a keyword search for plants and select “South Suburban College.” Then hit “Submit.” When you click on one of the titles from the results list, the bibliographic record provides more information about the book or other material.

Here are three important things to know to locate your book or other material:

- **LIBRARY/LOCATION.** This shows which libraries have the material.
- **CALL NUMBER.** This number shows the material’s location in the library. The call number is on the “spine” of a book or other material.
- **AVAILABILITY.** If the availability of the book or other material is listed as being **ON SHELF**, it can be checked out. If the availability of a book shows **NON-CIRC**, the book is in the library but you can only use it in the library. If the availability shows a date due, this means someone else has the book checked out until this date. If

you click on “Return to Browse,” which is by the green arrow icon near the top of the page, you will be taken back to the results list.

★ **Tips:** See Interlibrary Loan below to find out how to request materials from other libraries. If you are not finding materials, you can always try a new search using different words. Also check your spelling for accuracy. Choosing “Additional Searches” at the top right of the screen provides a dropdown menu with the options to search by Advanced Search, Title, Author, Subject, Call Number, ISBN, etc. Any highlighted term is linked in this catalog so that you can search for other materials by the same author, subject, call number, or series. See a librarian if you need more help.

### **I-Share Catalog**

Web address: <https://i-share.carli.illinois.edu/ilcso/cgi-bin/welcome>

About 12 million materials are in the I-Share catalog. You can search the I-Share catalog if you cannot find the material in the SWAN catalog, but you will need to see a librarian or a circulation staff member to request a material from the I-Share catalog.

### **Interlibrary Loan (ILL)**

Our memberships in RAILS/SWAN and CARLI/I-Share have enhanced our ability to provide students, faculty, staff, and community members access to the more than a combined 13 million titles available in the SWAN and I-Share catalogs. When the South Suburban College Library does not have a material you are looking for, it can usually be checked out to the user through interlibrary loan (ILL).

It is free to receive most materials through interlibrary loan—especially books. Sometimes, a small fee will be charged—for example, to borrow a DVD. Be aware that fees apply if your materials are overdue, missing, or damaged. See page 13 for fines.

With your SSC library card or a local public library card, you can request materials in the SWAN catalog by selecting Request when you are viewing a material you want and logging into your account. To create an account, have your SSC library card barcode with you, follow the prompts on the screen, and create a PIN using 4 or more numbers. Creating an account through SWAN also allows you to see when your items are due and to renew items online. If you need help requesting materials in SWAN or creating an account, please see a librarian at the Reference Desk.

You will need to see a librarian or a circulation staff member if you would like to request a material from the I-Share catalog, though. If you are looking for a magazine, newspaper, or journal article which is not available in our periodicals collection or database subscriptions, please see a librarian to have the article requested because many colleges and universities in the I-Share catalog will send articles.

Please allow up to a week for a material to arrive if the online catalog shows it is on shelf at one or more libraries. If a material you have requested is currently checked out, you may have to wait a little longer. Make sure the circulation staff has your current phone number because you will receive a call when your materials arrive.

## Dewey Decimal Classification

Like many libraries, South Suburban College uses the Dewey Decimal Classification (DDC) system for its materials (with the exception of Government Documents). DDC classifies non-fiction materials based on their main subject and related subjects.

Below is a basic breakdown of how the numbers correspond to different subjects. Each of these numbers is expanded further to precisely categorize materials on a particular subject.

- 000 – Generalities
- 100 – Philosophy & Psychology
- 200 – Religion
- 300 – Social Sciences
- 400 – Language
- 500 – Natural Sciences & Mathematics
- 600 – Technology
- 700 – Arts
- 800 – Literature
- 900 – Geography & History

The letters and numbers following the DDC number are called cutter numbers. These are used because many books may be categorized with the same DDC number. The combination of the DDC number and the cutter number make up the material's call number, which gives the material a unique location in the library. You can think of the call number as the book's address. The call number appears on a label on the "spine" of a material, such as a book or CD.

## Examples of Call Numbers

### 917.1 N19

This is for the book *Our National Parks: Tours with Rangers* by John M. Thompson. These books are upstairs, and they circulate, which means you can check them out.

### R 810.8 L45

This is for the book *New Worlds of Literature: Writings from America's Many Cultures*. The **R** in front of the call number stands for reference. This book is on the first floor with the reference books. Also, the Availability in the SWAN catalog says NON-CIRC, which also tells us it is a reference book. You may use it in the Library.

**Note:** A selection of these reference books is located behind the Reference Desk. Ask a librarian to see these books, which we call ready reference books. You will need to leave an ID with a librarian in order to use the ready reference books.

### **Periodicals: Magazines, Journals, & Newspapers**

Periodicals include magazines, journals, newspapers, and content that appears on a continuing—or periodic—basis, such as weekly, monthly, quarterly, etc. The most recent issue of each publication is on the first floor, and older issues are on the second floor. Older issues of journals and magazines are kept for 2 years, and newspapers are kept for 3 months. Older issues can be checked out with a SSC library card for 1 week and can be renewed for 1 week. A list of the periodicals SSC receives in print is below. More periodicals are also available through the online databases, see page 10.

### **South Suburban College's Periodical Holdings—55 Total**

**Journals and magazines are kept for 2 years. Newspapers are kept for 3 months.**

Africa Today  
American Journal of Nursing  
American Journal of Sociology  
American Theatre  
Art in America  
Black Enterprise  
Bloomberg Business Week  
Broadcasting & Cable  
Ceramics Monthly  
Chicago Daily Law Bulletin (newspaper, at the University and College Center)  
Chicago Defender (newspaper)  
Chicago Sun-Times (newspaper)  
Chicago Tribune (newspaper)  
Child Development  
Child Development Perspectives  
Christianity Today  
Chronicle of Higher Education  
Classical Singer  
College English  
Community College Journal  
Crain's Chicago Business  
Current Health (teen audience)  
Current Musicology  
Diverse: Issues in Higher Education  
Ebony



Essence  
Film Quarterly  
Jet  
Journal of Abnormal Psychology  
Journal of the American Medical Association  
Journal of the American Musicological Society  
Journal of Band Research  
Journal of Court Reporting  
Journal of Criminal Law and Criminology  
Journal of Music Theory  
Journal of Psychology  
Library Journal  
Math Horizons  
National Geographic  
New Scientist  
Nursing  
Nursing Made Incredibly Easy  
Paralegal Today (at the University and College Center)  
People  
Poder Hispanic  
Pottery Making Illustrated  
Southtown Star (newspaper)  
Sports Illustrated  
Supreme Court Review (published annually, at the University and College Center)  
The American Journal of Maternal/Child Nursing  
The Times (newspaper)  
The Times of Northwest Indiana  
Time  
USA Today  
Wall Street Journal (newspaper)

# Online Databases

**Do not share these usernames and passwords with people outside the college and do not post usernames and passwords online.**

**Chicago Tribune** - <http://search.proquest.com>

**\*\*SSC students, please contact the Library for username and password\*\***

**CINAHL** - (on EBSCOhost and Credo Reference)

**Consumer Health Complete** - (on EBSCOhost)

**Credo Reference** - <http://www.credoreference.com>

**\*\*SSC students, please contact the Library for username and password.\*\***

**eBook Collection** - (on EBSCOhost)

**EBSCOhost** - <http://search.ebscohost.com>

**\*\*SSC students, please contact the Library for username and password.\*\***

**Eric** - (on EBSCOhost)

**FirstSearch** - <http://newfirstsearch.oclc.org>

**\*\*SSC students, please contact the Library for username and password.\*\***

**Oxford Music Online** - [www.oxfordmusiconline.com](http://www.oxfordmusiconline.com)

**\*\*SSC students, please contact the Library for username and password.\*\***

**Health Source** - (on EBSCOhost)

**Literary Reference Center** - (on EBSCOhost)

**Naxos** - [www.naxosmusiclibrary.com](http://www.naxosmusiclibrary.com)

**\*\*SSC students, please contact the Library for username and password.\*\***

**Newspaper Source** - (on EBSCOhost)

**Novelist** - (on EBSCOhost)

**Oxford English Dictionary** - <http://www.oed.com>

**\*\*SSC students, please contact the Library for username and password.\*\***

**Political Science Complete** - (on EBSCOhost)

**Social Sciences Full Text** - (on EBSCOhost)

**Swan Online Catalog** - <http://swan.mls.lib.il.us>

**Testing & Education Reference Center with Career Module** -

<http://infotrac.galegroup.com/itweb/sout20411?db=TERC>

**\*\*SSC students, please contact the Library for username and password.\*\***

Type the URL into the address bar in your Internet browser. Check your typing of the web addresses, usernames, and passwords for accuracy. Do not “Google” these. Type the URL into the address bar in your Internet browser. Please see a librarian for assistance with learning how to use these databases.

### **Audiovisual Materials**

The Library's collection of audiovisual materials includes videotapes, CDs, audiocassette tapes, music DVDs, and records (LPs). The videotapes are located on the second floor of the Library, and there is a binder which provides the subjects and titles of the videotape collection. A television and VCR is available in the Library for viewing VHS tapes. The CDs, audiocassette tapes, music DVDs, and records are located on the first floor in the Music Station area, and there are binders for viewing and finding materials in the collection. A record player is available in the Library, and CD players are available on the computers. VHS tapes can be checked out, but you can only check out CDs, sheet music, audiocassettes, music DVDs, and LPs if you have a note from an instructor. If you do not have a note from an instructor, you can still use these materials in the Library.

### **Archives**

The archives collection is located on the second floor of the Library. The collection includes print material and other memorabilia that relates to the history, culture, and more of South Suburban College, Thornton Community College, South Holland, and Harvey. See a librarian if you would like to use this non-circulating collection.

### **Government Documents**

The Library has been a Federal Depository Library since 1989 and has been receiving publications issued by United States Government agencies. There are publications on careers, business, space exploration, health, nutrition, education, and energy, as well as numerous other subjects. The government documents collection is located on the first floor of the Library. Many of the government documents are not in the library catalog, but they will be soon. Please ask a librarian for help finding government documents. Government information is also available on the World Wide Web.

★**Research tip:** [www.usa.gov](http://www.usa.gov) is like the Google of government websites and government information! The government publishes excellent and credible information about numerous subjects!

See the Library webpage for links to useful government websites:

[http://www.southsuburbancollege.edu/en\\_US/Services/Library/Government\\_Document\\_Files/default.asp](http://www.southsuburbancollege.edu/en_US/Services/Library/Government_Document_Files/default.asp)

### **How to Locate Government Documents**

The Government Documents collection is located near the reference books on the first floor of the Library. These can be checked out with your library card. Government Documents are classified according to the Superintendent of Documents Classification system (SuDoc). It was developed in the office of the Superintendent of Documents of the United States Government Printing Office (GPO) at the turn of the 20th century. Similar to the Dewey Decimal Classification system, the numbers which follow the letter for each agency, in short, have a specific meaning. It is helpful to know which letter represents a given agency.

A Agriculture  
AE National Archives and Records Administration  
B Broadcasting Board of Governors  
C Commerce Department  
CC Federal Communications Commission

CR Civil Rights Commission  
D Defense Department  
E Energy Department  
ED Education Department  
EP Environmental protection Agency

FA Fine Arts Commission  
 FCA Farm Credit Administration  
 FHF Federal Housing Financing Board  
 FM Federal Mediation and Conciliation Service  
 FMC Federal Maritime Commission  
 FR Federal Reserve System Board of Governors  
 FT Federal Trade Commission  
 FTZ Foreign-Trade Zones Board  
 GA Government Accountability Office  
 GP Government Printing Office  
 GS General Services Administration  
 HE Health and Human Services Department  
 HH Housing and Urban Development Department  
 HS Homeland Security  
 I Interior Department  
 IC Interstate Commerce Commission  
 ID US Agency for International Development  
 ITC International Trade Commission  
 J Justice Department  
 JU Judiciary  
 L Labor Department  
 LC Library of Congress  
 LR National Labor Relations Board  
 MS Merit Systems Protection Board  
 NAS National Aeronautics and Space Administration

NC National Capital Planning Commission  
 NCU National Credit Union Administration  
 NF National Foundation on the Arts and the Humanities  
 NMB National Mediation Board  
 NS National Science Foundation  
 OP Overseas Private Investment Corporation  
 P United States Postal Service  
 PE Peace Corps  
 PM Personnel Management Office  
 PR President of the United States  
 PREX Executive Office of the President  
 PRVP Vice President of the United States  
 RR Railroad Retirement Board  
 S State Department  
 SBA Small Business Administration  
 SE Securities and Exchange Commission  
 SI Smithsonian Institution  
 SSA Social Security Administration  
 T Treasury Department  
 TD Transportation Department  
 TDA US Trade and Development Agency  
 VA Veterans Affairs Department  
 X and Y Congress

### **Reserve Materials**

Books, videos, and articles used in a specific course of study are kept at the Circulation Desk for limited use according to stipulations placed on the materials by the instructor. Most reserve materials are for use in the Library only. A current student ID card must be presented to use these materials. If the material can be checked out, you must use your student ID/library card to borrow it.

## **III. PROCEDURES FOR CHECKING OUT MATERIALS**

### **South Suburban College Library Cards**

Your SSC student ID card is required for checking out any library materials (including reserve materials). The process to have your student ID turned into a library card is quick, simple, and free. Bring your SSC student ID to the Circulation Desk near the entrance in the Library and tell the circulation staff you would like a library card. You will complete a short form and a bar code will be placed on the back of your student ID. Your student ID will now function as a library card. Each semester update your card with the circulation staff in the Library. **DO NOT LOSE YOUR CARD AND REMEMBER YOU ARE THE RESPONSIBLE CARD HOLDER! THE REPLACEMENT FEE FOR A LOST CARD IS \$5.00.** Area residents may check out books with a current library card from their local public library. It does not cost you to check out our materials. Fines are charged if the material is late, lost, or damaged.

### **Length of Checkout Period**

Circulating books	3 weeks
Reserve print materials	3 days
Reserve videos	3 days
Periodicals	1 week
Old textbooks	1 week
Graphic calculators	2 days
Scientific calculators	3 days
Videotapes	1 week
CDs	3 days
Cassette tapes	3 days
Records (LPs)	3 days
Interlibrary loan materials	Varies

### **Renewal Policy**

If you need to renew a book checkout after 3 weeks, you can renew the book for another 3 weeks. After 1 renewal, the book must sit on the shelf for 1 day before the book can be checked out again. There are some instances when a checkout cannot be renewed, such as if there is a hold on a book because someone else has put in a request for it. Please visit the Circulation Desk to find out more information about renewing the checkout period of other materials, as it varies.

### **Fines**

If a library material is not returned to the Library on the date due, a fine is charged for each day the material is late. Fines are not charged for Saturday or Sunday because the Library is not open on the weekends. The collection of fines is enforced to encourage the return of materials so that other students may use them. Remember to return your materials on time! ☺

*You will be charged for damaged and lost materials.*

### **Fine Schedule**

3 week books	\$0.10 per day
Reserve print materials	\$0.50 per day
Reserve videos	\$5.00 per day
Periodicals	\$0.10 per day
Old textbooks	\$1.00 per day
Graphic calculators	\$5.00 per day
Scientific calculators	\$0.50 per day
Videotapes	\$0.50 per day
CDs	\$0.50 per day
Cassette tapes	\$0.50 per day
Records (LPs)	\$0.50 per day
Interlibrary loan materials	\$0.25 per day

Reminders are sent out when the material is overdue. In case of outstanding fines or unreturned materials at the end of the semester, the student will be placed on computer hold to prevent further registration.

## **IV. OTHER SERVICES**

### **Computers**

There are 36 computers with access to the Internet, databases, and Microsoft Office 2010 on the first floor of the Library across from the Reference Desk. Passwords are not required to login and use the computers. They are available on a first come, first serve basis.

It is the responsibility of every student to become familiar with the college's Student Code of Conduct. Please read the SSC Internet Guidelines which are available on the SSC webpage under the Student Codes of Conduct:

[http://www.southsuburbancollege.edu/en\\_US/Admissions\\_Registration/Catalog/codes\\_of\\_conduct.asp](http://www.southsuburbancollege.edu/en_US/Admissions_Registration/Catalog/codes_of_conduct.asp)

If the computers are full, students may go to the Homework Lab (Room 2345) or the "Fishbowl Lab" (Room 3141/3241). A student ID is required for admission to these two labs. Remember, only librarians can help you with research.

### **Photocopying and Printing**

Two photocopy machines and one printer are available for use near the Circulation Desk. The copy machines and printer print in black ink only. The cost for photocopies is \$0.10 per page, and the cost for computer printing is \$0.07 per page. You will need a South Suburban College print card to use the printer and photocopy machines at both the main campus and the University and College Center. Print cards can be purchased from the Bookstore, the print card machine in the Library, and the print card machine at the UCC. You can add funds to print cards at these locations as well, but be aware that the card machine only accepts paper cash. The cost of a new card is \$1.00. When you purchase a new card from the machine, \$0.50 will remain on the card because you are charged \$0.50 for the plastic. Any additional amount you put on the card will go on in full.

### **How to Print from the Computer**

1. Select print from your document or webpage.
2. The Pharos pop-up screen appears.
3. Type in your name, using your first initials and last name. Example: jsmith (no spaces or caps).
4. Select Print.
5. Walk to the release station (a computer with a card reader) near the printer.
6. Insert your print card into card reader, face up with the arrows facing the feeder.
7. Type in your name onto the screen *exactly the same* as you did in step 3. Example: jsmith (no spaces or caps).
8. Click Logon.
9. Select your print job.

10. Click Print (the document will now be sent to the printer).
11. Click Log off at bottom of screen, and your card will pop out.

**Note:** All unprinted documents are purged automatically after two hours.

### **Fax Services**

Faxes can be sent at the rate of \$1.00 per page. An optional coversheet costs \$0.50. Please visit the Circulation Desk for this service.

### **Teaching and Learning Center**

Students who need assistance with the MySSC Portal regarding login/interface questions or challenges with an online, hybrid, or web content course can visit the Teaching and Learning Center, which is located on the first floor of the Library.

Telephone Number: (708) 225-5825

E-mail address: [SSCOnline@SSC.edu](mailto:SSCOnline@SSC.edu)

Hours: Monday – Thursday: 8:00 a.m. – 7:00 p.m. / Friday: 8:00 a.m. – 3:30 p.m.

## V. CITING YOUR SOURCES

### Helpful Websites

Once you find a book, article, or other material to use in your work, you will need to cite it. You need to do this in order to give credit to the author(s), avoid plagiarism, and give your work credibility. Please visit the websites below for assistance and great examples. We suggest these websites because the institutions which publish these webpages make changes so that the citation examples reflect the current editions of the style guides. **If you use a citation feature in a database or elsewhere, always check it using the appropriate style guide because the citation features frequently make errors.**

The OWL at Purdue APA Formatting and Style Guide:

<http://owl.english.purdue.edu/owl/resource/560/01/>

Long Island University's APA Citation Style Guide:

<http://www2.liu.edu/cwis/cwp/library/workshop/citapa.htm>

The OWL at Purdue MLA Formatting and Style Guide:

<http://owl.english.purdue.edu/owl/resource/747/01/>

Long Island University's MLA Citation Style Guide:

<http://www2.liu.edu/cwis/cwp/library/workshop/citmla.htm>

Long Island University's AMA Citation Style Guide:

<http://www2.liu.edu/cwis/cwp/library/workshop/citama.htm>

The OWL at Purdue ASA (American Sociological Association) Formatting and Style Guide:

<http://owl.english.purdue.edu/owl/resource/583/01/>

The OWL at Purdue Chicago Manual of Style Guide:

<http://owl.english.purdue.edu/owl/section/2/12/>

Long Island University's Chicago Citation Style Guide:

<http://www2.liu.edu/cwis/cwp/library/workshop/citchi.htm>

Long Island University's Turabian Citation Style Guide:

<http://www2.liu.edu/cwis/cwp/library/workshop/cittur.htm>