

**COMMUNITY COLLEGE OF PHILADELPHIA LIBRARY**  
**1700 Spring Garden Street, Philadelphia, PA 19130**  
**215-751-8394**  
**http://library.ccp.edu**

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**GENERAL GUIDE TO THE COLLEGE LIBRARY**

BOOKS\*\*JOURNALS\*\*NEWSPAPERS\*\* ELECTRONIC RESOURCES\*\*MICROFORMS\*\*INTERNET

**MISSION**

The mission of the library at the Community College of Philadelphia is to provide instruction, collections, services and facilities which support the teaching programs of the college and prepare the student to function responsibly as an individual within society.

**COLLECTIONS**

More than 110,000 books and over 400 serial titles, including an extensive collection of microfilm, are available to the college community. Full text articles and citation databases, and electronic journals are also available.

**HOURS**

MONDAY-THURSDAY 8:00 AM-10:00 PM

FRIDAY 8:00 AM-5:00 PM

SATURDAY 8:30 AM-3:00 PM

Hours during the intersession and the summer sessions are subject to change and will be posted during these periods at the entrance to the library and on our web page.

**TELEPHONE NUMBERS**

<b>Information/Reference</b>	<b>215-751-8394</b>	Department Head	215-751-8304
<b>Circulation/Reserves</b>	<b>215-751-8383</b> or 8397	Coordinator	215-751-8385
Book Ordering	215-751-8399 or 8401	Instruction	215-751-8395
Periodicals	215-751-8406 or 8388	Archives	215-751-8396
Interlibrary Loan	215-751-8403 or 8397		

**BORROWING MATERIALS**

All current faculty, staff and students may borrow up to eight (8) items. A Community College of Philadelphia I.D. is necessary to borrow all materials. Loan period is three (3) weeks. Reserve and reference materials may be used in the library only. Books may be renewed once if not requested by another borrower. No phone renewal requests please!

**FINES:** \$0.20 per day (each day the library is open) for overdue books

**REPLACEMENT COSTS:** \$60.00 for lost or damaged books.

**INTERLIBRARY LOAN**

Books and journal articles not owned by the library may be requested from other libraries. These interlibrary loan requests may take one (1) to three (3) weeks. Forms are available at the information desk.

**INTRALIBRARY LOAN**

Books and journal articles not located at the main library may be requested from a regional center. These intralibrary loan requests may take 3-5 working days. Forms are available at the information desk.

**RESERVES/PERIODICALS**

All magazines, scholarly journals and newspapers, as well as materials placed on reserve for a course, may be used in the library only. These materials may be obtained from circulation with a current valid Community College of Philadelphia I.D.

**LIMITS:** TEXTBOOKS – 2 books; restrictions on selected titles.

PERIODICALS – 4 issues per transaction.

**FINES:** \$5.00 per day for materials removed from the Library.

**NOTE: BE SURE TO CHECK THE LIBRARY'S FULL TEXT DATABASES FOR JOURNAL ARTICLES!**

## REFERENCE SERVICE

Library faculty are available to:

- \*answer reference questions and provide research assistance
- \*assist patrons in the use of print and electronic resources
- \*provide collection development and library instruction

## LIBRARY INSTRUCTION

Library faculty offer classes on basic library skills, search strategies and database searching techniques. Classes may be tailored to a specific course and assignment. Faculty may arrange for these instruction sessions in person at the information desk or by calling 215-751-8395. Forms can also be submitted online at <http://www.ccp.edu/vpacaff/library/lirequest.htm>.

Walk-in classes are also available. For information call 215-751-8394.

## ON-LINE CATALOG

The OPAC (On-line Public Access Catalog) is a web-based system. The "web-pac" includes records for books in the college library collection, as well as course materials placed on reserves. Location, call number (the address of the book) and availability status are indicated for each record. Journal titles are included with information on which issues the library owns and the format (print or microfilm).

## ELECTRONIC RESOURCES

<http://library.ccp.edu>

The library subscribes to a number of on-line databases that provide citations to, or the full text of, articles. These are available from the library or campus computers and include:

- CQ RESEARCHER – Current issues
- EBSCOHOST - Comprehensive, multi-subject articles and citations
- ETHNIC NEWSWATCH - Articles from multi-ethnic sources
- ISSUES & CONTROVERSIES – Pros and cons of an issue
- JSTOR- Archive of backfiles of journals
- LITERATURE RESOURCE CENTER – Literature reference database
- NEW YORK TIMES – Full text from 1995
- NEW YORK TIMES Historical – From 1851 to 2005
- OPPOSING VIEWPOINTS – Presents both sides of a current issue
- PHILADELPHIA INQUIRER – Full text from 1981
- PROJECT MUSE – Full text scholarly articles
- PSYCARICLES – Full text psychology related articles

## SEE SELECTED WEB SITES AT THE COLLEGE LIBRARY'S HOMEPAGE

## INTERNET

The Library Web Room is equipped with ten (10) PCs for Internet access to email, web searching and FAFSA. Microsoft Office is also available on these PCs. A current, valid Community College of Philadelphia picture I.D. is necessary for one hour access to this room.

## COPIERS and READER/PRINTERS

Coin operated photocopiers:

**COST:** \$0.10 per page for black & white; \$0.40 per page for color [Change machine is available (up to \$5.00)]

Microfilm reader/printers:

**COST:** \$0.10 per page

## GROUP STUDY ROOMS

The library is a designated study area. Conversation must not disturb others. Group study rooms are available for 2-6 people. You may register for one at the circulation desk.

## THE COLLEGE IS A SMOKE-FREE ENVIRONMENT.

**EATING, DRINKING, CELL PHONE USE, AND CHILDREN UNDER 12 ARE PROHIBITED IN THE COLLEGE LIBRARY.**

**Current, valid CCP photo ID required for entrance into the College Library**