

Higher Ed Center Library Services



orientations

The College's librarians are dedicated to providing the best possible library services to you and your students. We will gladly present library orientations for your class groups during your class times by appointment.

Orientations can be general in nature or can be tailored to your specific subject area or assignment. Orientations can include instruction in using our online periodicals databases. We can also include Internet site lists if desired.

We'll custom tailor a presentation for your class on site, any time you desire. Our Orientations are in keeping with your desires, but we always include basic library information. Our goal is to equip your students to be able to access, evaluate and use information in an academic setting.

To schedule a library orientation at Higher Ed Center:

Drop by the library area at your center and make arrangements with the librarian on duty.

OR

Call (619-421-6700, x 5381) or come to the main campus Reference Desk during our regular hours. That is where we keep the master orientation calendar.

OR

E-mail the main library reference desk: **library@swccd.edu**. If you choose this method, give us several choices of dates and times for your orientation if possible. We check that e-mail once a day and will get back to you with a confirmation as soon as we can. Calling is really the preferable method; then you will get a firm appointment immediately.

Please do not contact individual librarians in our offices. We cannot make orientation appointments without first consulting the master calendar at the reference desk.

having books sent to extension sites from the main campus library

If you find books listed in our Library Catalog at <http://www.swccd.edu/~library> and want to have them sent by courier for you to pick up at the Higher Ed Center, fill out a request form and turn it in to the librarian on duty. You may also request articles from our periodicals room this way.

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electronic periodicals databases

See our current list of databases at <http://www.swccd.edu/~library/articles.htm> . The material found here should not be considered to be from the Internet. Rather, the Internet is the medium for delivering electronic subscriptions and indexing of periodicals. We have access to thousands of periodical titles full-text, and many more as summaries and citations. Access is available round-the-clock from any Internet-capable computer. Use from a non-SWC computer requires passwords, obtainable at the reference desk, by e-mail or electronically <http://www.swccd.edu/~library/Lv13/index.asp?L3=23>

interlibrary loan

If you need books or articles not available at Southwestern, fill out an interlibrary loan request online at swc.cc.ca.us/~library/standard.htm . We can usually fill requests within two weeks.

regular library service hours for summer session, 2006, are:

<p><u>main campus</u></p> <p>Mon - Th 7:45 AM to 9:00 PM</p> <p>closed Friday , Saturday & Sunday</p>		<p><u>Higher Ed Center</u></p> <p>Monday 9:00 am – 12:00 pm</p> <p>Tuesday 5:00 pm – 8:00 pm</p> <p>Wednesday 5:00 pm – 8:00 pm</p> <p>Thursday 9:00 am – 12:00 pm</p>
<p>We'll give orientations or open the library by appointment outside of our regular hours <u>IF STAFF IS AVAILABLE.</u></p>		

Hours of library service are subject to change. All library services are closed on college holidays.

Library Hours <http://www.swccd.edu/~library/>