



The Shatford Library Guide



Shatford Library is open to all PCC students, faculty and staff, and to the general public. The address is 1570 East Colorado Boulevard, Pasadena, California 91106-2003. Parking for library users without a PCC parking permit is available in lot number 5 for \$2.00 a day. The closest parking lot is 5. Purchase a daily permit in the lot and display the permit on your automobile dashboard.

GENERAL INFORMATION:

Hours of Service:	FALL/SPRING	INTERSESSION
Monday - Thursday	7:30 a.m. - 9:00 p.m.	Monday – Thursday 8:00 a.m. - 7:00 p.m.
Friday	7:30 a.m. - 2:00 p.m.	Friday 8:00 a.m. - 2:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.	Saturday & Sunday Closed

The library is closed on Sunday and campus holidays.

Telephone Numbers:	General Information, Hours and Services	(626) 585-7221
	Circulation Services	(626) 585-7174
	Reference and Interlibrary Loan Requests	(626) 585-7360
	Interlibrary Loan Status Checks	(626) 585-7835
	Technology Center (Computer Lab)	(626) 585-3363
	Library Secretary	(626) 585-7222
	Library Director	(626) 585-7833

Food/Drink Smoking

Drinks (in covered containers) and food are permitted in most areas of the Library except in the Computer Labs and Archives. No messy, odorous and noisy foods. No food deliveries, food parties or group meals are allowed except in relation to college-sponsored events. Smoking is prohibited in the library building and patios. The designated smoking areas are NE Corner of Parking Lot 1; NE Corner of Parking Lot 3; NW Corner of Parking Lot 5A and directly outside the New Media Center in the little alcove.

LIBRARY WEB SITE: <http://www.pasadena.edu/library>

The Shatford Library web site has detailed information about the library and gives access to the online catalog, online library services, and access to Periodical and Reference Resources.

LIBRARY CATALOG

Use the Online Catalog to identify items in the Library collection and faculty reserves. Use this web-based catalog to renew your books or find out the call number, location and status of material.

ONLINE RESOURCES:

Periodical Databases

The Library subscribes to a variety of online subscription services including periodical databases: ProQuest, Project MUSE, SIRS, ProQuest Nursing & Allied Health Source and Science Full text Select to provide access to articles from magazines, journals and newspapers.

Reference Databases

Specialized Reference Databases: ARTStor, Biography Resource Center, Books in Print, CountryWatch, CQ Researcher, Daily Life through History and World Culture Today, Encyclopedia Britannica, Literature Resource Center, Opposing Viewpoints Resource Center, Oxford English Dictionary, and World Book Web.

Access

All online resources are accessible in the library. Most are also available off-campus via the library's web site: <http://www.pasadena.edu/library>. Off-campus access to Periodical and Reference Databases is available only to PCC Students, Staff and Faculty using their individual PCC Network ID and Password (PIN). For Students, this is the Network ID and Password you receive upon registration and the same one used in PCC computer labs. For Faculty and Staff, this is the Network ID and Password you use to log into your PCC computer and e-mail account.

BORROWING GUIDELINES for Library materials:

- Library Cards** Your current PCC Lancer card is also your library card.
- You must have your PCC Lancer card in order to check out material.
 - You are responsible for all materials borrowed with your card.
 - Please notify the Records Office (L113) of any change of name and/or address.
 - Report the loss of your PCC Lancer card immediately.
 - Adult residents or people employed in the Pasadena Area Community College District may borrow materials. Some high school students may also borrow materials. See Circulation Desk Staff for details.
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Loan Periods and Overdue Fines

	Loan Period	Fines
General and Paperback Collections	14 days	.25/day
Reserve Collection (short-term)	1-24 hours	1.00/hour
Reserve Collection (long-term)	2-21 days	5.00/day
Audiocassettes	14 days	.25/day
Video recordings	3 days/3 item limit	1.00/day
Telecourse and Math Videocassettes	24 hours	1.00/hour
Periodicals and Pamphlets	1 day	.25/day
Cassette Players	Library use only	.50/hour
White Board Markers	Library use only	.50/hour

Renewals and Holds: **Three renewals are allowed in person, the telephone, or on the web.**

- No telephone or web renewals on telecourse/math videos or reserve materials.
- You may place a hold for general collection material that is checked out.

Returning Materials: **Please return materials promptly so that others may use them.**

- Books may be returned to the book slots at the library's entrance doors or in the book drop box in front of the Student Services Building.
 - Cassettes, videos, reserve materials and equipment ***must*** be returned to a Circulation Desk staff member. Do not put them in a book slot.
 - To retain borrowing privileges, borrowers are responsible for paying accrued overdue fines when materials are returned late. (\$60.00 maximum per item for reserve materials and telecourse/math videos, and \$13.00 maximum per item for most other material.)
 - If materials are lost, borrowers must pay the cost of the item plus a \$10.00 processing fee.
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OTHER SERVICES:

Faculty Reserves Instructors may place books and other materials on reserve at the Circulation Desk. Library-owned reserve materials are located in the area in front of the Circulation Desk.

Interlibrary Loan Service

The library can borrow materials or obtain photocopies of periodical articles from other libraries. The cost for this service varies. Requests for interlibrary loan materials need to be made at least two weeks in advance of need at the Reference Desk or on the library web site at <http://www.pasadena.edu/library/ILL.cfm>. This service is only for PCC students, staff and faculty.

Computer Lab The library provides access to the Internet, PCC student e-mail, and Microsoft Office in the computer labs on the First Floor. Access is limited to currently registered PCC students. Printouts cost 10 cents per page. ***You must have your PCC Lancer card to check out a computer.***

Credit classes **Library 1, Library 10A, 10B, Library 111 and the Library Technology Certificate Program** Basic Library Research Skills (LIB 1) and Internet & Web-based Information Resources (LIB10A/10B) are one-unit credit classes. The library offers a certificate in Library Technology. See the PCC Catalog and Schedule of Classes for more information.
