

Welcome to the Student Library Handbook. This handbook has been designed with students and their information needs in mind.

Inside you will find all the information resources the Library provides for you, in addition to technology tips for saving your work, working with the College's technology and other important Library services.

By knowing what services and resources the Library has to offer, you can get the most out of your research experience.

As always, the Library is here to serve you. So, if you don't see a resource here that you would like to use, please let us know.



Table of Contents

Library Mission	3
Print Resources	4
Library Collections	4
Special Collections	6
Genealogy Collection	6
Cambria City Churches Project	6
Veterans History Project Collection	6
Johnstown Flood Collection	7
Voices from the Dark	7
Library Material Locator.....	8
Library Online Catalog	9
Library's Web Address	9
Library Web Page	10
Library Usage Guidelines	11
Online Databases	12
WilsonWeb.....	12
EBSCOhost	15
Gale Databases	20
LexisNexis.....	21
ProQuest.....	22
Chadwyck-Healey.....	Error! Bookmark not defined.
Online Database Passwords	24
Materials from Other Libraries	24
InterLibrary Loan.....	24
Reciprocal Borrowing.....	24
Contacting the Library	26
Technology Help	27
Contacting Technical Support.....	31

Library Mission

The Pennsylvania Highlands Community College Library is dedicated to providing its users with access to informational resources designed to enrich and support the educational objectives of the College.

The Pennsylvania Highlands Community College Library will provide resources in a variety of formats that will be designed to allow for universal access by all types of users.

The Pennsylvania Highlands Community College Library will provide the technology necessary to make its users literate and knowledgeable of information-retrieval techniques and will encourage lifelong learning through instruction, information skills training, and individualized instruction.

The Pennsylvania Highlands Community College Library will strive to remain in the forefront of the information revolution through continued staff and faculty development and training. Only through continued growth will the Library be able to meet the information needs of its users today and tomorrow.

Print Resources

The Pennsylvania Highlands Community College Library maintains a collection of print materials at the Main Library at the Greater Johnstown Career and Technology Center.

The Library staff makes every effort to select materials that support the curriculum that is offered at the College while providing a well-balanced selection of materials on all topics.

The Library supports the American Library Association's "Library Bill of Rights" and endorses Intellectual Freedom.

Library books are added to the collection on a regular basis so students are encouraged to check the Library's collection often throughout the semester.

Library Collections

The Library organizes the collection into the following categories:

FICTION

The Library maintains a collection of current and classic fiction titles. Books are collected in hardcover and paperback editions. Books can be checked out by any registered Library user.

GENERAL COLLECTION

This is where the majority of the Library's holdings are housed. This includes both standard and oversize materials. Books can be checked out by any registered Library user.

MEDIA COLLECTION

This collection includes videotapes, audiocassettes and materials contained on any electronic format. Most items in this collection can be borrowed.

MICROFORMS

Some of the material in the Library will be in microformat. This includes materials on microfilm. The Main Library has equipment that allows for the viewing and copying of this format.

NEWSPAPERS

The Library subscribes to most local newspapers. The Main Library keeps back issues of the *Johnstown-Tribune Democrat* on microfilm. Newspapers cannot be borrowed.

MAGAZINES

The Library maintains a selection of current periodicals and also back issues of periodicals. Back issues of some periodicals may be in microfilm format. Periodicals may not be borrowed. A photocopier is available for copies.

REFERENCE COLLECTION

The materials contained in the Reference Collection may not be borrowed and must be used in the Library. Older editions of Reference materials are put into the General Collection for borrowing purposes.

RESERVE MATERIALS

Faculty may place items on Reserve at either Library location. Reserve materials may only be placed on Reserve for the period of one semester, after which time, they will be removed from Reserve and returned to the Library shelf or to the faculty member. Electronic reserves are also available for articles. Students must use reserve materials in the Library.

Special Collections

Genealogy Collection

The Greater Johnstown Genealogy Society has selected the Pennsylvania Highlands Community College Library to house its collection of materials. Included in the Genealogical Collection are materials of interest to genealogists as well as local histories of Pennsylvania and surrounding counties.

Veterans History Project Collection

The Veterans History Project Collection houses oral and written histories of local veterans. A copy of each oral and written history is also housed at the Library of Congress as part of the Veterans History Project. Several of the transcripts from the Veterans History Project are available for viewing on the Library's webpage.

Cambria City Churches Project

A collection of materials related to the five historic churches in Cambria City: St. Casimir/Emerich, St. Columba, Immaculate Conception, St. Rochus, and St. Stephen.

Johnstown Flood of 1889

This is a collection of searchable books and photographs of the Great Johnstown Flood of 1889.

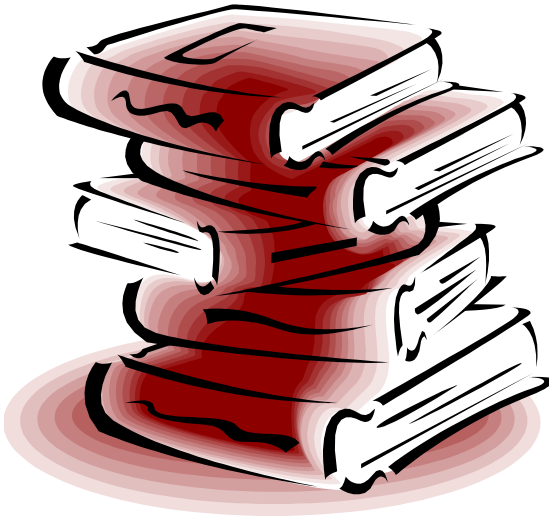
Voices from the Dark

A collection of oral histories gathered as part of the One Book, One Community Reading Program in 2005 by students at Holy Name Elementary School.

Library Material Locator

The Pennsylvania Highlands Community College Library uses the Dewey Decimal System of classification. The guide below is to assist you in locating print materials in the collection.

000-999 General Works	500-599 Pure Science
100-199 Philosophy	600-699 Applied Science
200-299 Religion	700-799 Fine Arts
300-399 Social Sciences	800-899 Literature
400-499 Language	900-999 History, Biography, Geography



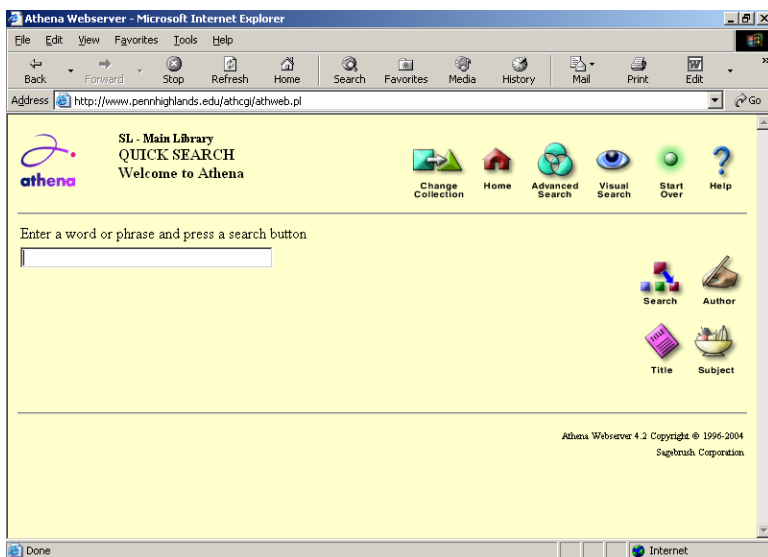
Library Online Catalog

The Pennsylvania Highlands Library catalog is available online through the Library's web page. The catalog uses the Athena software package and contains a record/description of all materials (print, journals, audio and video) that the Library owns. The collection is also organized into separate collections (i.e. Genealogy, Archives, Veteran's History Project). Each of these collections is searchable online.

Library's Web Address

<http://www.pennhighlands.edu/library/libhome.htm>

Below is the online catalog's search screen:



If you access Athena from one of the Libraries on campus the search screen looks as follows:



One advantage that students need to know about Athena is that it has the capability of producing a bibliography of all the holdings in the Library on a particular subject. This feature is available on the version of Athena that is loaded on the Library computers. Ask a Librarian for help on how to create a bibliography.

Library Web Page

The Library's web page contains additional information of use to students such as links to pertinent Internet sites, back issues of the Library newsletter, and Library policies.

Library Usage Guidelines

The Library's materials and services are available for students, faculty, and staff according to the following guidelines:

- Anyone wishing to borrow materials from the Library must possess a current Pennsylvania Highlands photo identification card. Students must be enrolled in the current semester. All users must register with the Library by presenting their photo ID. Students must bring a copy of their current course schedule when registering for the first time.
- Materials borrowed represent a legal contract between the Library and the borrower. The borrower is responsible for all materials borrowed on their card. The Library has the right to pursue collection of all borrowed materials. The Library also has the responsibility to keep the borrower's records confidential.
- Borrowers who lose or mutilate Library materials will be charged a replacement cost.
- Prompt return of all Library materials is a courtesy that extends to all Library users.
- Print materials may be borrowed for a period of two weeks and renewed for an additional two-week period.
- Delinquent student accounts will be held in the Business Office.

Online Databases

The following are descriptions of the online databases available and the subject areas that are covered.

WilsonWeb

Coverage begins in 1994.

Applied Science & Technology Full Text

Acoustics, Aeronautics, Applied Mathematics, Artificial Intelligence, Atmospheric Sciences, Automatic Control, Automotive Engineering, Chemical Engineering, Chemistry, Civil Engineering, Communication & Information Technology, Computer Databases & Software, Construction, Electrical & Electronic Engineering, Engineering & Biomedical Materials, Energy Resources & Research, Environmental Engineering, Fire & Fire Prevention, Food & Food Industry, Geology, Industrial Engineering, Machine Learning, Machinery, Marine Technology, Mechanical Engineering, Metallurgy, Mineralogy, Mining Engineering, Neural Networks, Nuclear Engineering, Oceanography, Optical & Neural Computing, Petroleum & Gas, Physics, Plastics, Robotics, Solid State Technology, Space Science, Textile Industry & Fabrics, Transportation, Waste Management, Other Industrial & Mechanical Arts.

Art Full Text

Advertising Art, Antiques, Archaeology, Architecture and Architectural History, Art History, Computers in Art, Crafts, Decorative Arts, Fashion Design, Folk Art, Graphic

Arts, Industrial Design, Interior Design, Landscape Architecture, Motion Pictures, Museology, Non-Western Art, Painting, Photography, Pottery, Sculpture, Television, Textiles, Video.

Biological & Agricultural Index

Agricultural Chemicals, Agricultural Economics, Agriculture, Animal Husbandry, Biochemistry, Biology, Biotechnology, Botany, Cytology, Ecology, Entomology, Environmental Science, Fishery Sciences, Food Science, Forestry, Genetics, Horticulture, Immunology, Limnology, Microbiology, Neuroscience, Nutrition, Physiology, Plant Pathology, Soil Science, Veterinary Medicine, Zoology.

Education Full Text

Adult Education, Arts, Athletics, Comparative Education, Competency-based Education, Computers in Education, Continuing Education, Educational Technology, Elementary Education, Government Funding, Higher Education, Instructional Media, Language Arts, Library Science, Literacy Standards, Multicultural/Ethnic Education, Parent-Teacher Relations, Prayer in Public Schools, Preschool Education, Religious Education, School Administration, Science and Mathematics, Secondary Education, Special Education, Student Counseling, Teacher Education, Teacher Evaluation, Teaching Methods, Vocational Education.

General Science Full Text

Astronomy, Atmospheric Science, Biology, Botany, Chemistry, Conservation, Earth Science, Environment, Food, Genetics, Health, Mathematics, Medicine, Microbiology, Nutrition, Oceanography, Physics, Physiology, Zoology.

Humanities Full Text

Archaeology, Area Studies, Art, Classical Studies,

Communications, Dance, Film, Folklore, Gender Studies, History, Journalism, Linguistics, Literary & Social Criticism Literature, Music, Performing Arts, Philosophy, Religion and Theology.

Index to Legal Periodicals & Books

Administrative Law, Antitrust Legislation, Banking, Constitutional Law, Domestic Relations, Environmental Protection, Estate Planning, Food, Drug & Cosmetic Law, International Law, Labor Law, Landlord/Tenant Decisions, Malpractice Suits, Minorities, Multinational Corporations, Negligence, Non-Profit Corporations, Occupational Health & Safety, Politics, Probate, Products Liability, Public Law, Real Property, Securities, Tax Law, Trade Regulation.

Library Literature & Information Science Full Text

Automation, Cataloging, Censorship, Children's Literature, Circulation Procedures, Classification, Copyright Legislation, Education for Librarianship, Government Aid, Information Brokers, Internet software, Library Associations & Conferences, Library Equipment & Supplies, Personnel Administration, Preservation of Materials, Public Relations, Publishing, Web sites.

Readers' Guide Full Text

Aeronautics, African-Americans, Aging, Astronomy, Automobiles, Biography, Business, Canada, Children, Computers, Consumer Education, Current Events, Education, Environment, Fashion, Film, Fine Arts, Food, Foreign Affairs, Health, History, Hobbies, Home, Journalism, Leisure Activities, Medicine, Music, News, Nutrition, Photography, Politics, Religion, Science, Sports, Television.

Social Sciences Full Text

Addiction Studies, Anthropology, Area Studies, Community Health & Medical Care, Corrections, Criminal

Justice, Criminology, Economics, Environmental Studies, Ethics, Family Studies, Gender Studies, Geography, Gerontology, International Relations, Law, Minority Studies, Planning & Public Administration, Policy Sciences, Political Science, Psychiatry, Psychology, Public Welfare, Social Work, Sociology, Urban Studies.

Wilson Business Full Text

Accounting, Acquisitions & Mergers, Advertising, Banking, Building & Construction, Chemicals and Pharmaceuticals, Communications, Computers, Cosmetics Industry, Economics, Electronics, Entertainment Industry, Finance, Financial Services, Government Regulations, Health Care, High Technology, Hospitality and Tourism, Human Resources, Industrial Relations, Insurance, International Business, Investments, Management, Marketing, Mass Media, Occupational Health & Safety, Oil & Gas, Paper & Pulp Industries, Public Utilities, Publishing, Purchasing, Real Estate, Retail Trade, Small Business, Taxation, Technology, Transportation.

EBSCOhost

Academic Search Premier

This multi-disciplinary database offers full text for more than 2,050 scholarly journals, including more than 1,500 peer-reviewed titles. Covering virtually every area of academic study, *Academic Search Premier* offers full text information dating as far back as 1985. This database is updated on a daily basis via *EBSCOhost*.

MasterFILE Premier

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly

2,050 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also includes more than 350 full text reference books, 82,968 biographies, 90,915 primary source documents, and an Image Collection of 107,135 photos, maps and flags. This database is updated daily via EBSCOhost.

Business Source Premier

This business database provides full text for 1,133 scholarly business journals, including full text for more than 500 peer-reviewed business publications. The rich collection of titles in *Business Source Premier* provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

Newspaper Source

Newspaper Source provides selected full text for 25 national (U.S.) and international newspapers. The database also contains full text television & radio news transcripts, and selected full text for more than 200 regional (U.S.) newspapers. This database is updated daily via EBSCOhost.

ERIC

ERIC, the Educational Resource Information Center contains more than 2,200 digests along with references for additional information and citations and abstracts from over 980 educational and education-related journals.

Health Source: Nursing/Academic Edition

This database provides more than 550 scholarly full text journals focusing on many medical disciplines. *Health Source: Nursing/Academic Edition* also features abstracts and indexing for nearly 850 journals. This database is updated on a daily basis.

Funk & Wagnalls New World Encyclopedia

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

Primary Source

Primary Search provides full text for more than 60 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990. This database is updated daily on EBSCOhost.

Middle Search Plus

Middle Search Plus provides full text for more than 150 popular, magazines for middle and jr. high school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990. *Middle Search Plus* also contains 82,968 biographies, 90,915 primary source documents, and an Image Collection of 107,135 photos, maps and flags. This database is updated daily on EBSCOhost.

EBSCO Animals

Provides in-depth information on a variety of topics relating to animals. The database consists of indexing, abstracts, and full text records describing the nature and habitat of familiar animals.

Professional Development Collection

Designed for professional educators, this database provides a highly specialized collection of more than 550 high quality education journals, including more than 350 peer-reviewed titles. This database also contains more than 200 educational reports. *Professional Development Collection* is the most comprehensive collection of full text education journals in the world.

Clinical Pharmacology

Clinical Pharmacology provides access up-to-date, concise and clinically-relevant drug monographs for all U.S. prescription drugs, hard-to-find herbal and nutritional supplements, over-the-counter products and new and investigational drugs.

BookSource: Nonfiction

BookSource: Nonfiction is a rich research database for school and public libraries, and includes general interest, high interest, leveled full text articles on civics, social studies, science, careers, health, sports, adventure, hobbies, technology, biographies and much more. This database contains informative abstracts and full text for more than 2,000 popular nonfiction books.

Regional Business News

This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

PsycARTICLES

PsycARTICLES is a definitive source of searchable full text articles on current issues in psychology. The database contains more than 39,000 searchable full text articles from 44 journals published by the American Psychological Association and 8 from allied organizations. It contains all journal articles, letters to the editor and errata from each of the 52 journals. Coverage spans from 1985 to the present.

History Reference Center

History Reference Center offers full text from more than 1,000 reference books, encyclopedias and non-fiction books, cover to cover full text for 60 history magazines, 58,000 historical documents, 43,000 biographies of

historical figures, more than 12,000 historical photos and maps, and more than 80 hours of historical video.

Health Source - Consumer Edition

This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. *Health Source: Consumer Edition* features searchable full text for nearly 150 journals. This database is updated on a daily basis.

MAS Online Plus

This database provides indexing and abstracts for nearly 350 general interest and current events magazines, including full text for nearly 300. *MAS Online Plus* includes over 410 full text pamphlets and 35 full text reference books. This database is updated daily via EBSCOhost.

Library, Information Science & Technology Abstracts

Library, Information Science & Technology Abstract (LISTA) indexes more than 600 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

Teacher Reference Center

Provides indexing and abstracts for over 280 of the most popular teacher and administrator trade journals to assist professional educators.

Points of View

This database looks at different topics and analyzes them from different points of view. Things like politics, social issues and moral issues are talked about. This database also has research guides for how to pick a topic, how to write a thesis statement and other things as well. It contains over 600 essays, radio and TV transcripts, primary sources and reference books.

Gale Databases

History Resource Center: Modern World

History Resource Center: Modern World has always featured extensive coverage of the 20th century. *History Resource Center: Modern World* broadens this focus both geographically and chronologically, with the addition of new content on the ancient Mediterranean, Near East, Asia, Middle East, Latin America, the Middle Ages and the Renaissance. From antiquity to the present, world history curricula is reflected by content from over 2,000 primary sources, 25 reference titles and from 110 academic journals.

History Resource Center: U.S.

The *History Resource Center: U.S.* provides integrated access to over 1,000 historical (primary) documents, more than 30,000 reference articles, and over 65 full-text journal covering themes, events, individuals and periods in U.S. history from pre-Colonial times to the present. The material also includes access to the citations for over 180 additional

history journals from the Institute for Scientific Information's Arts and Humanities Citation Index.

LexisNexis

Business

- Business News
- Industry & Market
- Accounting
- Company Financial Reports
- Company Profiles
- Compare Companies
- SEC Filings & Reports
- Business Directories

Legal Research

- Legal News
- Law Reviews
- Get a Case
- Shepard's*® for U.S. Supreme Court®
- Federal Case Law
- State Case Law
- Area of Law by Topic
- Federal Code
- Federal Regulations
- State Codes
- Tax Law
- Canadian Legislative Materials
- Canadian Statutes & Regulations
- EU Law (CELEX)
- International Legal Research
- Patents
- Patent Classification

- Patent Manual
- Martindale-Hubbell®
- Law Schools
- Law School Guide

Medical

- Medical News
- Medical & Health Journals
- Medical Abstracts

Reference

- Biographical
- Country Profiles
- Polls & Surveys
- Quotations
- State Profiles
- World Almanac

ProQuest

Ethnic NewsWatch

A comprehensive full text database of the newspapers, magazines and journals of the ethnic, minority and native press.

GenderWatch

A full text database of unique and diverse publications that focus on how gender impacts a broad spectrum of subject areas. With its archival material, dating back to 1970 in some cases, *GenderWatch* is a repository of an important historical perspective on the evolution of the women's movement and the changes in gender roles. Publications include scholarly journals, magazines, newspapers, newsletters, regional publications, books, booklets and NGO, government and special reports.

NetLibrary

NetLibrary is a collection of books that have been completely digitized and placed online. You can find full text versions of both new and old books here.



Remember...the Library
is a PHCC Student ID
area. You need your
PHCC ID to take
advantage of some
services.

Online Database Passwords

In order to access the online databases from home, passwords are needed. Passwords can only be provided to current students and faculty according to licensing agreements.

A list of passwords can be picked up in the Library by showing a current student ID.

Materials from Other Libraries

There are two ways in which students can get materials from other libraries.

InterLibrary Loan

InterLibrary Loan (ILL) is a system through which books may be borrowed from a library other than Pennsylvania Highlands. InterLibrary Loan titles take between 7 to 10 days to be received and books are on loan to borrowers for usually a one-month period. InterLibrary Loans can be requested at either Pennsylvania Highlands Library.

Reciprocal Borrowing

The Pennsylvania Highlands Library participates in a reciprocal-borrowing program with local academic libraries that enables students to check materials out directly from those participating libraries. For example, students can borrow materials directly from Indiana University of

Pennsylvania. This reciprocal borrowing is made possible through participation in the statewide program. Students who are interested in borrowing from another local college or university must get a signed borrowing form from a Pennsylvania Highlands Librarian before traveling to the library from which they wish to borrow. Any regulations that the lending library may have will need to be followed by the borrower.

Contacting the Library

The following is contact information for the Library and Librarians:

Main Library
814-262-6458
email: library@pennhighlands.edu

North Library
814-471-0025

Barbara Zaborowski, Associate Dean for Library and Academic Affairs (Main Library)
814-262-6425
email: bzabor@pennhighlands.edu

Alexander R. Kirby Information Literacy and eLearning Librarian (Main Library)
814-262-6484
email: akirby@pennhighlands.edu



Technology Help

Student Email

Every student has a PHCC student email account. Your email address is the first letter of your first name, first letter of your last name, and student ID number:

Student name: John Doe

Student ID#: 012345 (student ID number must be 6 numbers. If yours is five-digits, add a zero to the beginning)

Email address: jd012345@student.pennhighlands.edu.

Information on accessing your student email can be found on the College's home page under the Student email icon:



TIP: When working on papers from home. It is a good practice to email a copy of your work to your College email so it can be accessed on campus in case there is a problem with your portable storage device.

Computer login

When using computers on campus you need to login using your student login which is the same as your email address: jd012345. The first time you connect to the network your

password is the same as your login: jd012345. You will be asked to change your password. Please pick something you are going to remember.

TIP:

Make sure to write down your username and password and keep it secure. If you forget your password it will take 3-5 days to have it reset.

Microsoft Office and Microsoft Works

The College has Microsoft Office products loaded on all College computers for student use. The standard word-processing program is Microsoft Word. The standard spreadsheet program is Excel.

Typically when student purchase computers they are equipped with Microsoft Works. Microsoft Works contains a word-processing program and spreadsheet program.

Students working at home in Works will bring projects to the College to print. Microsoft Office will not open a Works project unless it is saved as a .doc.

Here's how to do that in Works.

- 1.) When getting ready to save a paper under the File menu select Save As.
- 2.) Type in the file name in the **File Name:** box.
- 3.) Use the pull down menu of the **Save as type:** box. Select the Word (*.doc) option. This will save your Works document as a Word document and enable you to open in on any College computer.

TIP:

When you save a project in Microsoft Office Word (*.doc) you will be unable to take it back home and open it in Works.

When logging into the College's network, every student has their own individually mapped drive (U:jd012345) on which you can save projects. You are able to access this drive from any computer on campus.

Other Computer Files

The following table shows other common file extensions that student documents may contain.

Program	Extension
Microsoft Word	*.doc, *.docx
Microsoft Works	*.wps
Notepad (Plain text)	*.txt
Wordpad (Plain text)	*.txt
Wordpad (Rich text format)	*.rtf
Microsoft Word Document Template	*.dot
Microsoft Excel (spreadsheets)	*.xls
Microsoft Power Point	*.ppt
XML Document	*.xml
Webpages	*.htm, *.html
Adobe Acrobat Reader	*.pdf

Microsoft Office products (Word, Excel, PowerPoint) are interchangeable. One Office product will open and import files from other Office products.

Microsoft Word will open files with *.rtf and *.txt extensions. It will NOT open files from Microsoft Works (*.wps).

Saving files

All PHCC students have a network drive that is available to them upon login to the College's network. This drive is a U: drive. Any files saved on this drive can be accessed from any computer on campus (e.g. labs, libraries, classrooms). It is strongly suggested that students save important documents to the College's network drives for security and access.

All the College computers contain an A: drive for the use of floppy disks. Floppy disks, while limited in their storage capacity, are still adequate for storing small files. Floppy disks however are easily damaged and corrupted. Once a floppy disk is corrupted it can no longer be used and should be discarded. A better method for storing files is by using a "thumb drive", "pen drive" or "flash drive." Each of these portable devices uses the USB port available on all the College computers.

The final method for storing files is by using a CD-ROM. The limitations of using a CD are that the Library computers are Read only. This means that you can open a file; however, you can not save or burn it back onto the CD even if you own a CD-RW (Read/Write). At the Ebsenburg site computers in Labs 2, 3, and 4 have Read/Write capability. College computers will not read DVDs.

Contacting Technical Support

The following is contact information for the Technical Support:

Help Desk

814-532-5333

email: helpdesk@pennhighlands.edu

Blackboard assistance

Alexander R. Kirby

814-262-6484

email: akirby@pennhighlands.edu

