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GENERAL LIBRARY INFORMATION

What's new at the Library?

- *Mango!* The Library now offers *Mango Languages*, an online language learning program. You can learn Spanish, German, Italian, French, or English as a Second Language on your own, anytime, anywhere. You can access Mango through our [Databases](#) page.
- The Library now has access to the online version of the *Oxford English Dictionary (OED)*. The *OED* is best known for providing the history of individual words, such as how they were used and how their meaning has changed over time. It's a fascinating way to explore words! Visit our [Databases](#) page to give it a try.
- Check out our [How Do I...?](#) page for how-to tutorials and handouts to help you learn to use our many resources on your own.

- Library staff is offering free workshops through the Student Success Seminars. Look at the [schedule](#) for days and times ([more details](#) are below, too).

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Where is the Library located?

The COS Library is located on the Weed campus in Building 2, which is called the Learning Resource Center (LRC). As you enter the Library, you will see our one main service desk where you can get a library card, check out materials, ask questions and ask for research assistance.

The Library is also online from anywhere, at anytime, with online articles, ebooks, and more!

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What are the Library's hours?

During the Fall and Spring semesters, the Library is open 8:00 a.m. to 5:00 p.m. Monday through Thursday, and 8:00 a.m. to 2:00 p.m. on Friday. Our [web site](#) has our summer hours and lists any exceptions.

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How do I contact the Library?

Stop by: anytime during [open hours](#)

Call: (530) 938-5331

Ask Us! (email): <http://www.siskiyous.edu/library/askalibrarianform.htm>

Visit us online: www.siskiyous.edu/library

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GETTING & USING A LIBRARY CARD

How do I get a library card?

Getting a library card is easy! If you have classes on the Weed campus, just stop by the Library to sign up. Please bring your Student Number (your "S" number) with you. Library cards are **free** for currently registered students, faculty, and staff.

If all of your classes are in Yreka or online, you can [apply for a card online](#). Keep in mind that it will take 1-2 business days to process your online card application.

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Can I get a library card if I am not a student and I don't work for the College?

Residents of Siskiyou County may get a COS library card. There is a fee of \$10 for a card, which allows you use the Library's computers and check out materials for six months. Community Borrowers must sign up for a library card in person at the Library. You will need to bring photo ID and something with your Siskiyou County mailing address on it (such as your driver's license or a recent piece of mail) to apply for a Community Borrower library card. More information is on our [Services to Community](#) page.

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What do I do if I lose my library card?

Stop by the Library on the Weed campus and we will issue you a replacement card. There is no fee for a replacement card. If you do not have classes on the Weed campus, please call us at (530) 938-5331 during our [open hours](#) and we can help you over the phone.

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What is my online Library Account?

By logging into your online Library Account you can see a list of all the items you have checked out and their due dates. You can also renew your materials if they are not wildly overdue. To access your account, all you need is your library card barcode number and password.

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What is my Library Account password?

In order to access your Library Account, you will be asked to log in with your library card barcode number and password. You will also need this information to access the Library's online article databases, ebooks, and streaming video from off campus. You create your own password.

To create a password, follow these seven steps:

1. Go to the COS Library's web site: www.siskiyous.edu/library
2. Click on **Search the Library** (left sidebar)
3. Click on **Sign In** next to **My Library Account** (upper right corner; NOT the WorldCat sign in!)
4. Click on **Set/Reset Password**
5. Type in your Library Card barcode number and click on **Request new password**; this will send an email to your COS email account
6. Open your COS email account; when you receive the email, click on the link provided
7. On the *Change Password* screen, type in your Library Card barcode number in the "User Name" box, type in the password you wish to use, and click **Change Password**.

The instructions for creating a password are also available as a [printable handout](#) with illustrations on our web site.

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What if I forgot my password?

Unfortunately, the Library cannot tell you what your password is (it's hidden, even from us!). If you forget your password you can reset your password by following the same [steps you used to create it](#).

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How many books can I check out?

You are allowed to check out up to 10 items in total. Because we are a small library, you may only check out 5 items on the same topic at one time. You may check out up to 5 magazines at one time (they are included in your 10 total items).

Please note that most Reserve books, local history materials and audiovisual materials, as well as all reference books, microfilm, and bound magazines, are for in-library use only and may not be taken from the Library.

Community borrowers are limited to 5 items total at their first checkout. If you are in good standing after your first checkout, you will be allowed the regular maximum of 10 items total.

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How long do books check out for?

Most circulating books and other materials can be checked out for three weeks. The Library stamps the due date in the book when you check it out (or you can [check your account online](#)).

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How do I return my books?

Books and other library materials may be returned to the outside book drop anytime or placed in the book return slot at the Library desk during open hours.

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Where is the outside book drop?

The book drop is outside in the “courtyard” area of the LRC where the main entrance doors are located. It is a big blue mailbox-shaped box that says “please return books here”—it’s hard to miss!

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The book I want is checked out. Can I get on a waiting list for it?

Unfortunately the Library does not offer a waiting list system at this time. Please ask us if you would like a checked out item—we may have some options for getting you the item.

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Can I have books sent to me in Yreka?

Yes! We can send the following types of materials to you at the Yreka campus for pickup: circulating books (both fiction and non-fiction), older unbound issues of magazines (any issue but the current issue), and audiobooks. For some projects, such as ones involving reference books or the Mount Shasta Collection clipping files, we may be able to send copies of articles or sections of books (both paper copies and scanned copies may be possible).

We want to share as many of our materials with you as possible, so if you have a question about having something sent to Yreka, please ask!

Please call (530) 938-5331 or [email us](#) to request materials. We will need to know: your name, how to contact you (phone or email), and the title of the item(s) that you would like sent to Yreka. If you have a topic and want help finding specific titles, we are happy to help you find materials in our collection.

When you ask to have materials sent to the Yreka campus, they will be sent to the Registration office (a.k.a. the Yreka Student Support Services Center) for pick up. The Library will let you know the day the item is placed in the campus mail system; please note that it may take 1-2 two business days for your item to arrive at the Yreka campus. You can call the Yreka campus Registration office at (530) 841-5833 to find out if your item has arrived. You will have one week to pick up your library item(s) at the Yreka campus Registration office.

When you pick up your item at the Yreka campus, it will already be checked out to you on your library card. Please look at the due date stamped on the item's "date due slip" so you can renew or return your materials on time. Remember that you can check your [Library Account](#) for due dates and, if they are not overdue, you can [renew your materials online](#). We do add extra time to the usual 3-week borrowing period to factor in the travel time between campuses.

Materials can be returned to the Yreka campus Registration office. If you are on the Weed campus, you can return items to the [outside book drop](#) anytime or place them in the book return slot at the Library desk during open hours.

Please be aware of the [Yreka Registration office's hours](#) if you are picking up and dropping off materials with them.

Most Reserve books, local history materials and audiovisual materials, as well as all reference books, microfilm, and bound magazines, are for in-library use only and may not be taken from the Library. These materials cannot be sent to Yreka (although copies may be available). If there is a library item you want, but you are not sure if it can be sent to Yreka, please contact us for help.

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How do I renew my books?

Renewals may be made by telephone (530-938-5331), [email](#), or online using your [Library Account](#) (you need your library card barcode number and [password](#) to renew online; renewal info is in our [handout](#) on setting up your password). Materials may be renewed twice if no one else is waiting for them.

To renew your books online, follow these steps:

1. Go to the COS Library's web site: www.siskiyous.edu/library
2. Click on **Search the Library** (left sidebar)
3. Click on **Sign In** next to **My Library Account** (upper right corner; NOT the WorldCat sign in!)
4. Click on **My Library Account** again
5. Click on the **Checkouts** tab
6. Click on the **Renew** button to the right of each title you wish to renew
 - Please note whether or not the renewal was approved and the new due date!

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Uh oh. My book is overdue. How much are the late fees?

Materials not returned to the library by closing time on the due date are subject to a fine of 20 cents per item per day up to a maximum fine of \$5.00 per item. Fines on Reserve books and cameras are \$1.00 per item per day up to a maximum of \$5.00 per item.

For lost or unreturned materials, borrowers will be billed for the cost of the item, plus a replacement fee of \$10.00 and any overdue charges. If you have unreturned materials or large outstanding bills on your account, you may be blocked from registering for classes until it has been taken care of.

Requests made by other borrowers for an overdue item may be recalled. Recalled materials must be returned within 48 hours. Failure to return recalled items will result in a loss of borrowing privileges.

IMPORTANT: If you have overdue materials, you will not be allowed to check out additional materials until the overdue items are returned. If you do not return your overdue materials or pay your fines, you will lose your borrowing privileges. The library reserves the right to suspend the borrowing privileges of anyone who repeatedly has overdue materials.

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THE LIBRARY'S COLLECTIONS

What kind of stuff does the Library have?

The Library collection includes print books, ebooks, print and online articles from magazines and journals, and other materials on a wide variety of topics to help you with your coursework.

A large part of the Library collection is now online. We subscribe to about 25 databases, which give you access to thousands of full text articles and more than 40,000 full-text ebooks. Online materials are available 24/7 through the Library [Catalog](#) and on our website's [Databases](#) page. You will need a COS library card and [password](#) to access online materials from off campus. If you are off campus, you will need to click on the "Off-campus" link next to the name of the database. You will then be prompted to enter your 14-digit library card number (with no spaces), which is the long number under the barcode on your card; you will also have to enter your password.

The COS Library also owns more than 50,000 print book volumes. (Items are shelved using the Dewey Decimal system, which groups them together by subject.) The Library has many other types of materials as well, including around 40 print journal and magazine subscriptions, newspapers, pamphlets, plays, maps, movies, music, and audiobooks.

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Does the Library have textbooks?

Yes! The Reserve Collection is a collection of textbooks, assigned class readings, cameras, and audio and video materials. Reserve materials are located behind the Library desk and typically check out for 2 hours, for in-library use only. Ask at the desk to find out if we have the materials required for your class. Reserve materials cannot be sent to the Yreka campus.

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Does the Library have any ebooks?

The Library has over 40,000 ebooks in three collections that you can read for free. Both *ebrary* and the *EBSCO eBook Collection* are primarily general nonfiction collections; *ebrary*'s titles are apt to be more current than our EBSCO collection. *Credo* is a collection of reference ebooks—encyclopedias, dictionaries, and so on. *Credo* also compiles article and ebook links on thousands of subjects into “Topic Pages” (they can be a great way to browse for research topics and a great place to start your research).

You can search for and link directly to our ebooks using the [Library Catalog](#). You can also visit the ebook collections individually from our [Databases](#) page. Searching these collections individually (rather than through the catalog) allows you to search the full text of the ebooks for your search terms. The Library has handouts covering the basic features of [Credo](#), [ebrary](#), and the EBSCO [eBook Collection](#).

You do not need a special e-reader or device to read these ebooks (unless you want to). You can read them on any device with a screen and an internet connection such as your PC, laptop, tablet or even your smartphone.

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What is the Mount Shasta Collection?

For projects involving local history, the COS Library has the [Mount Shasta Collection](#). This collection of thousands of books, articles, manuscripts, photographs, maps, prints, and audiovisual materials is the largest known collection of information and documents about the Mount Shasta volcano and the surrounding region.

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Does the Library have books for fun, like thrillers, mysteries, or romance novels?

While most items in the Library's collection are non-fiction materials to help you with your research and class assignments, we do have a small collection of fiction books as well. The Library has paperbacks and hardcover fiction, as well as audiobooks that can be checked out. We also have a variety of interesting magazines such as *Health*, *Newsweek*, *Outside*, *People*, *Rolling Stone*, and *Sports Illustrated* (you can even check the older issues out to read at home!).

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LIBRARY RESEARCH

I need to find information for a homework assignment. Can somebody help me?

Yes! *Library staff are available to help you find information during all open library hours.* We are happy to teach you how to effectively search the library catalog, the Internet and our subscription databases. Working together, we can find materials for your assignment.

If you can't make it to the Weed campus, you can call the Library during open hours at (530) 938-5331—we are happy to help you over the phone. Or, you can always [ask us](#) questions online through our web site. **There are many ways that you can contact us, so please do not hesitate to ask. We are here to help you!**

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I'm having a hard time getting good search results in the catalog/databases. Any suggestions?

Searching the catalog and in the Library's databases isn't always quite as easy as searching with Google. The Library has a [handout with tips for searching](#) such as using search commands like AND, OR, quotation marks (" ") and asterisks (*). This handout, along with video tutorials on how to use the library catalog and many more research tips are available on our [How Do I...?](#) page.

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How do I find a book in the Library?

You can start searching the Library Catalog right from the Library's [home page](#). If you only want books (no articles, movies, etc.) click on the "Books" tab above the search box. This will limit the results for your search to only books and ebooks. You have more options to limit your search from the results screen and by using Advanced Search. Watch the video tutorials on using the Library Catalog on our [How Do I...?](#) page.

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How do I find an ebook?

You can search for and link directly to our ebooks using the Library [Catalog](#). You can also visit the ebook collections individually from our [Databases](#) page. The names of our three ebook collections are: *Credo Reference*, *ebrary*, and the EBSCO *eBook Collection*. Searching these collections individually (rather than through the catalog) allows you to search the full text of the ebooks for your search terms.

The Library has handouts covering the basic features of [Credo](#), [ebrary](#), and the EBSCO [eBook Collection](#).

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How can I find magazine and journal articles?

There are three ways.

1. You can come to the Library, find a comfy chair in "the Loft", and browse through our print magazines for interesting articles. The current magazine issues must be used in the Library, but earlier issues can be checked out and taken home; they can also be sent to the Yreka campus on request.

2. You can search for articles online through the Library Catalog. By starting with a "quick search" on the Library's [home page](#), you will automatically be searching two article general databases, *Academic Search Complete* and *MasterFILE Premier*. To add new databases to your search, visit the Advanced Search page and click on Add/Remove Databases. Don't forget to limit your results to full text articles! The Library has a video tutorial on finding articles in the catalog on our [How Do I...?](#) page.

Please note that the catalog cannot find all available database articles. If you are not happy with your search results through the catalog, or if you want to do a comprehensive search right from the start, visit the Library's [Databases](#) page and search the databases directly (read #3 below).

3. You can visit the Library's [Databases](#) page and choose the individual database you want to search. You may want to search databases directly to make sure that our Catalog did not miss any articles on your topic. Some of our databases* also have valuable information that is not findable through our new Catalog—another reason that you may want to try them individually. There are database searching tips on the Library's [How Do I...?](#) page.
(*These databases are: *Biography In Context*, *Credo Reference* (Topic Pages), *Opposing Viewpoints In Context*, and *Auto Repair Reference Center*.)

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How can I find local newspaper articles?

The Library has print subscriptions to local and northern California newspapers, and has microfilm copies of many older newspapers. You can check our [A-Z List of Print Journals](#) and our [A-Z List of eJournals](#) to see if we have the newspaper you want. Please contact the Library if you have any questions about finding local newspaper articles.

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I have a citation for an article. How do I know if the Library has a copy of the article that I can read?

You can look at our [A-Z List of Print Journals](#) to find out if we have a paper copy, or our [A-Z List of eJournals](#) to see if we have access to through our online databases. Look at the appropriate list to see if we have the journal title you want, then check to see if we have coverage for the date of your article. As always, feel free to [contact the Library](#) for help!

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The Library doesn't have a copy of the book/article/other material that I want for my research. Can the Library borrow a copy for me from another library?

Libraries call this type of borrowing Interlibrary Loan (ILL). Unfortunately, the COS Library does not offer ILL service at this time. Please check with Library staff to find out if there are any other options. Siskiyou County residents can make ILL requests through the [Siskiyou County Library](#) (the public library system). Please contact [your local branch library](#) for more information.

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I'm having problems accessing the online databases from home. What's wrong?

First, make sure that you are clicking on the "Off-campus" link next to the name of the database you want to use. You should then be asked for your library card number and account [password](#). Your card number is the long string of numbers under the barcode on your card; be sure to type in all 14 numbers, with no spaces between the numbers. If it didn't work the first time, you may want to try typing it in again: your card number is long and it is easy to make a typo. If you have [forgotten your password](#), you can reset it.

Remember that you must have a current library card in order to log into the databases from off campus. If you have never had a COS library card, you will need to [sign up for one](#). You are considered a current student if you are enrolled in a class at COS.

Still having problems? Please call (530) 938-5331 or [email](#) the library. We'll be glad to help you.

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I tried to log into the databases from home but now it's saying I'm "blocked."

What's going on?

If you try and fail to log in three times in a row (fail because of a typo or because you can't quite remember your password, etc.), then the system will "block" you from logging on. You will only be blocked for 5 minutes. After 5 minutes you can try logging in again.

If you are failing to log in because you can't remember your password, you may want to reset it. To reset your password, follow these steps:

1. Go to the COS Library's web site: www.siskiyous.edu/library
2. Click on **Search the Library** (left sidebar.)
3. Click on **Sign In** next to **My Library Account** (upper right corner; NOT the WorldCat sign in!)
4. Click on **Set/Reset Password**.
5. Type in your Library Card barcode number and click on Request new password; this will send an email to your COS email account.
6. Open your COS email account; when you receive the email, click on the link provided.
7. On the *Change Password* screen, type in your Library Card barcode number in the "User Name" box, type in the password you wish to use, and click **Change Password**.

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Does the Library offer any classes on how to do research?

Library staff offers free classes on varying days and times throughout the semester through the [Student Success Seminars](#).

- "Library Research Basics" provides an overview of searching and using the Catalog and the Library's primary databases to find books, ebooks, articles and other materials.
- "Tips & Tricks for Database Searching" teaches you the searching techniques needed to effectively search the Library's databases—it's different than searching Google!
- "Evaluating Web Sites" shows you how to look at web sites with a critical eye.
- "Research in the Real World" explores the similarities and differences between the research you do for classes here at COS and research in the workplace. The research you do here at COS can help you later in life!
- Only offered at the end of the semester, "Library 101" covers the basic services and resources the COS library has to offer and then tests your knowledge Jeopardy-style.

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LIBRARY FACILITIES

Does the Library have computers I can use?

The Library has 19 computers available for use. Two stations are intended for brief use (10 minutes or less) and are great for printing out a finished paper or doing a quick email check. You can sign up to use one of the other 17 computer stations by checking it out with your library card for up to two hours.

Community Borrowers may also check out computers.

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Does the Library have a scanner?

Yes. Please ask at the Library desk if you have questions about using the scanner.

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Can I print at the Library?

All Library computers are networked to a black & white printer. Printing in the Library is currently a free service. If you need to print more than 15 pages, please ask at the Library desk for permission. If you are not sure how many pages your printout will be, please ask at the Library desk—we would be happy to help you figure this out. We can also help you to printout PowerPoint presentations so that there are multiple slides per page. You cannot print from your laptop or wireless device in the Library at this time.

We ask that you be conservative with your printing to help keep Library costs for paper, toner and equipment low so that we continue to offer this service for free.

A color printer is also available in the Library. Color printing is 25 cents per page and is only available from select computers. Please ask at the Library desk about color printing.

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Does the Library have a photocopier?

The library has a black & white photocopier. Copies are 10 cents per page.

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Does the Library have a VCR or DVD player?

The Library has both. The equipment cannot be checked out, but is available if you want to bring in a movie or view one of the Library's movies (Library movies are in-library use only). DVDs can also be watched on a Library computer. If you want to watch a movie with a small group, you may be able to use the Study Room, which has a TV, VCR and DVD player.

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Does the Library have a microfilm reader?

The Library has a microform reader, which allows you to read microfiche and microfilm materials, such as old newspapers. The microform reader is attached to a printer; this printer costs 25 cents a page.

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Does the Library have headphones that I can borrow?

The Library has a limited supply of headphones that you may borrow. These headphones are of varying quality but can be helpful in a pinch. Please ask at the desk if you would like to use a pair. If you want, you can purchase a pair of inexpensive earbuds at the desk for \$1.00; better quality headphones can be purchased at the Weed campus bookstore.

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What accommodations does the Library have for people with disabilities?

The library has a wheelchair accessible desk and computer station (computer station #7), that has been installed with Kurzweil 3000, Zoom Text Xtra, and TextHELP. There is an elevator lift for access to the study tables, magazines, newspapers and journals in the "Loft" area. The Library also has a variable-speed cassette player.

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Does the Library have a group study room?

The Library has one group study room that can be used by students when available. The study room (LRC 8) can seat about 10-12 people comfortably. It has a TV with VCR and DVD player; Library films can be checked out and used in the study room. Students cannot book the study room in advance.

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Does the Library have quiet places to study?

The Library serves as a quiet place on campus for students to study and do research. We have many tables, study carrels and comfortable chairs. We expect you to help us maintain a quiet atmosphere by keeping voices low, using headphones (with the volume at a reasonable level), and taking your cell phone conversations to the LRC lobby.

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