

## **Introduction to the Library Orientation**

The Library orientation is designed to acquaint you with a number of Library services and resources which will be helpful during your course of studies at VHCC. Please read the following information before completing the Library Orientation Exercise.

### **Library Web Site and Resource Access**

The Library web site, at <http://www.vhcc.edu/library>, provides information and links to Library resources. Through this site, you may locate books and e-books, physical media videos and streaming videos, audio books, print periodicals, digital journal, magazine, and newspaper articles, reports, and other formats of information resources. In addition to the resources, Research Guides and contact information for Library staff is provided to help you access and use these resources.

### **Services and Facilities**

#### **Services:**

The Library staff will help you answer any question to the best of our ability and refer you to the appropriate contact if needed. Most importantly, we will help with locating information and conducting research for any of your college projects and papers.

Google is great and easy to use, but it does not provide all information. The information content found through the Library is generally *not* available through Google and the open web. Copyright protected material, as provided directly through the VHCC Library and the Virtual Library of Virginia (VIVA), cannot be made freely available on the web.

Another advantage of Library information sources is that they are vetted by going through a publication process—many using an academic peer review. Open web sources, including Wikipedia, may vary extremely in quality and reliability. This characteristic puts the onus on the user to determine credibility. Therefore, instructors will at times require you to take advantage of the digital and print resources we have made accessible.

VHCC IDs are obtained and renewed at the Library Circulation Desk. The ID cards are updated every academic year, with a replacement fee of \$5.00 if the card is lost. It is important that you have the ID with you when you are on campus—it is required at the Library to borrow materials, at the Bookstore, and at the Testing Center.

Interlibrary loan (ILL) is offered for materials the VHCC Library does not have available through our collection or subscriptions. Print books and journal and magazine articles are included in the types of items provided through ILL. We will identify other libraries that own the needed items and send a request to obtain these materials.

## Facilities:

We encourage you to use the Library spaces and available technologies. Study spaces are provided for you use to concentrate on reading, writing, and preparing for tests. Other spaces are designed for interactive group and cooperative use. Near the back of the Library, the Collaboration Station is designed to allow groups to work together, share resources, and have discussions to facilitate presentations and other projects.

Computers and virtual terminals with Microsoft applications and Internet access are provided. Printers are available, with no fees for printing.

At the Circulation Desk, you may check out any Library materials--including books, periodicals, headphones, anatomy models, technology resources, and more. Instructors will at times provide materials for specific classes by placing items on Reserve for limited circulation intervals. These items are available at the Circulation Desk.

## Library Staff and Contact Information

The following individuals are staff members the VHCC Library. Please feel free to contact us with questions or to ask for assistance.

- Joel Rudy, Coordinator of Library Services  
Telephone: 276-739-2512  
E-mail: [jrudy@vhcc.edu](mailto:jrudy@vhcc.edu)
- Sarah Beth White, Reference Librarian (part-time)  
Telephone: 276-739-2472  
E-mail: [swhite@vhcc.edu](mailto:swhite@vhcc.edu)
- Diana Corns, Library Assistant and Cataloger (part-time)  
Telephone: 276-739-2542  
E-mail: [dcorns@vhcc.edu](mailto:dcorns@vhcc.edu)
- Alex Wilson, Library Assistant (part-time)  
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