College Library Research

This playbook outlines the steps for effectively using college libraries for academic research and study. It will guide you through the process of leveraging the resources available in college libraries to achieve research success.

Step 1: **Library Access**

Gain entry to the college library by obtaining a student ID card or library card, which may involve filling out forms and providing proof of enrollment.

Step 2: **Orientation**

Attend an orientation session or a library tour to familiarize yourself with the library's layout, policies, and services offered, such as study rooms, equipment rentals, or interlibrary loans.

Step 3: **Catalog Training**

Learn how to use the library's catalog system either through online tutorials, guides, or by asking a librarian for assistance. Understanding how to search for books, journals, and other materials is crucial.

Step 4: **Database Usage**

Get to know the online databases and academic search engines available through the library's website. These may require on-site access or use library credentials for remote login.

Step 5: **Research Assistance**

Make use of research help provided by librarians who can offer guidance on locating sources, evaluating the credibility of information, and citing references properly.

Step 6: **Study Space**

Identify study areas within the library that suit your needs, whether you prefer quiet spaces, group study rooms, or areas with access to power outlets and technical equipment.

Step 7: **Library Workshops**

Participate in workshops or seminars that are often held in the library to enhance research skills, learn specific databases, and understand academic integrity and citation styles.

Step 8: **Resource Management**

Learn to manage and organize the resources you gather, using tools like citation managers, and make use of copying, scanning, and printing facilities as necessary.

Step 9: **Networking**

Engage with peers, study groups, and library staff to build a network that can help with academic collaboration and sharing of resources.

General Notes

Library Hours

Check the library's hours of operation, including special schedules during exams or holiday periods, to plan your visits accordingly.

Online Portal

Familiarize yourself with the library's online portal where you can manage your account, renew loans, reserve items, and access digital resources.

Disability Services

Explore services offered for students with disabilities, such as specialized equipment, software, or personal assistance for library usage.