Name:___________________________________________________________

The following activities are designed to help you:
• Learn your way around the Palomar College Library, Escondido Center
• Ask Library staff for help when you need it
• Find books, DVDs, and other information sources in the Library
• Take advantage of Library services and resources

Instructions:
• You must visit the Palomar, Escondido Center Library to complete this assignment.
• Complete the activities and answer all questions assigned.
• Finish this assignment and turn it in to your professor.

1. If you need help from a librarian at 2 in the morning on a Saturday, what can you do?

2. How would you....
   a. Request books from the Palomar College, San Marcos Library?

   b. How long will it take for the books to arrive?

   c. Request books and materials from other libraries?

3. What steps do you take to add funds to the GoPrint system to print from the library’s computers?
   a. How much does it cost to print per page?
4. What is the name of the Librarian helping you today?

5. Go to the library book shelves and find a book that you can borrow. Then, answer the following questions. You can find information about borrowing books and overdue fines on the library’s website under the FAQ section in the Library Information tab.
   a. What is the title of the book you selected?
   b. What is the book’s call number?
   c. How long are you allowed to borrow the book?
   d. If the book is returned late is there an overdue fee?
   e. How much is the overdue fee per day?

6. Find and check-out (borrow) a reserve book for COUN 110, READ 110, or ENG 50 at the Circulation Desk.
   a. What is the title of the reserve book you selected?
   b. Are you able to check out the book?
   c. If so, for how long?
   d. Do you need a Palomar ID card to check out the book?

7. Find a DVD from the library’s popular films collection.
   a. What is the title of the DVD you found?
   b. Are you able to check it out? If so, for how long?
   c. Where would a student look to find out if the library owns a certain DVD?
8. Use the library catalog to find an electronic book, also known as an eBook.
   a. What steps did you go through to find and view the eBook?
   b. Do you need a password to access this book from home?

9. Find a magazine or journal article using the database, Academic Search Premier.
   a. List the title of one article that you found using this database.
   b. List the title of the magazine or journal where this article was published.
   c. Do you need a password to search for articles from home?

10. Now locate the Database Credo Reference.
    a. What steps did you go through to access Credo Reference?
    b. What is Credo Reference? What types of information can you find in it?
    c. Can you email yourself articles from Credo?
    d. Are there citations available for you to copy for your Works Cited pages or Reference pages in Credo?
    e. Do you need a password to search Credo Reference from home?