Library Exploration Assignment

The following activities are designed to help you:
- Learn your way around the Palomar College Library
- 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 College Library to complete this assignment.
- Complete the activities and answer all questions assigned to you or your group.
- Be prepared to present your answers and findings to the class.
- Finish this assignment on your own and turn it in to your professor.

1. If you need help from a librarian at midnight, what can you do? Ask someone at the Reference Desk for help answering this question or explore the library’s website to find 24/7 help.

2. Find and check-out (borrow) a reserve book for COUN 110, READ 110, or ENG 50. You'll need to use the library website or ask a staff member to identify textbooks.
   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. Did you need a Palomar ID card to check out the book?

3. Go to the third floor of the library and find a book that you can borrow. Then, answer the following questions. Note: You can find information about borrowing books and overdue fines on the library’s website by clicking on Library Information and then looking through library policies, or you can ask for information at the Circulation Desk.
   a. What is the title of the book you selected?
   b. How long are you allowed to keep the book?
   c. If the book is returned late is there an overdue fee?
   d. How much is the overdue fee per day?

4. Can you print from the computers on the second floor? Can you print from your own laptop, if you have one? Ask someone at the Reference Desk.
   a. How much does it cost per page?
   b. Can you use cash?
   c. Can you get change? If so, where do you go to get change?
5. Use the library website to find an electronic book, also known as an eBook. You may need to ask a librarian at the Reference Desk for help.

   a. What steps did you go through to find and open the book:

   b. Do you need a password to read this book from home?

6. Answer these questions about getting books from other libraries. Ask someone at the Reference Desk.

   a. How would you request books from the Palomar College, Escondido Center Library?

   b. How would you request books and materials from other libraries?

   c. How long will books take to arrive at the Palomar College Library in San Marcos?

      1. Books from Escondido Center Library:

      2. Books from other libraries:

7. Find a DVD in the library’s media collection by browsing the shelves or by using the library’s website to search for one.

   a. What is the title of the DVD you found?

   b. Are you able to check it out? Note: You can find information about borrowing DVDs and overdue fines on the library’s website by clicking on Library Information and then looking through circulation policies, or you can ask for information at the Circulation Desk.

   c. If so, for how long?

   d. How would a student find out if the library has a certain DVD?

8. Go to the periodicals section on the 2nd floor of the library (near the Reference Desk) and find the most recent five issues of Journal of Humanistic Psychology and the most recent five issues of Psychology Today. All print periodicals are shelved alphabetically by title.

   Notice the ways the two periodicals are intended for different audiences. List at least three differences that would be important to students who are deciding which one to use for their research on a psychology-related topic:

   1.

   2.

   3.
9. Find the small group study rooms on the 3rd floor.
   
a. What equipment is available in the rooms?
   
b. Can you reserve a group study room? **Ask someone** at the Reference Desk.

10. Ask the librarian at the Reference Desk where you can find links to online citation guides and where you can pick up the printed guides to help you learn how to use MLA style when you cite your research sources.
   
a. Attach a copy of the print MLA guide to this assignment
   
b. Ask the librarian to show you OWL@Purdue, or find it online on your own. What does the tool do?
   
c. These are examples of a citation for a magazine article from an online database. Two of the citations have errors. Use the print MLA guide to help you choose the citation that is formatted correctly.
   
   **Circle the correct citation:**
   
   

11. Use the library’s website to find a magazine or journal article using the database, **Academic Search Complete**. Ask the librarian leading your class if you’re not sure what keywords to use in your search.
   
a. List the **keywords** you entered for your search:
   
b. List the **title of one article** that you found using this database:
   
c. List the **title of the magazine or journal** where this article was published:
   
d. Do you need a password to search for articles from home?

12. Ask the librarian at the Reference Desk to show you how to get to **Gale Virtual Reference Library**, or find it on the list of the library’s databases on the library website. Do a search on the subject of “bullying.”
   
a. What types of information did you find? How is Gale Virtual Reference Library similar to an encyclopedia?
   
b. What steps did you go through to access it?
   
c. Can you access it from home?