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 and on the library’s website
- Get the most value from 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.

You will need to go to the library’s website to answer some of these questions. The address is www2.palomar.edu/pages/library. It is also linked from the top of the Palomar homepage.

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

2. Identify 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.
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.
If you need help, you can **ask a librarian** at the Reference Desk.

   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 Center Libraries at Escondido, Rancho Bernardo, or Fallbrook?

   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 Fallbrook or Rancho Bernardo Center Libraries:

      3. Books from libraries outside Palomar:

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?

   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. 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 Circulation Desk or find the information listed under Library Information on the website.

9. Learn about resources for helping you with MLA citations.
   a. Attach a copy of the print MLA guide to this assignment
   b. Look at the sites OWL@Purdue or EasyBib. What does the site you viewed do to help with MLA citations?
   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 or OWL@Purdue to help you choose the citation that is formatted correctly.

   Circle the correct citation:


10. Use the library’s website to find a magazine or journal article using the database called Academic Search Premier. Ask the librarian leading your class if you’re not sure what keywords to use in your search.
   a. What are 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?

11. Use the library’s website to find a magazine or journal article using the database called Gale Virtual Reference Library. Do a search on the subject of “bullying.”
   a. 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?