

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.
- If this assignment is used during a library instruction session, be prepared to present your answers and findings to the class.

Note to Course Instructors: If you plan to send a large group of students to the library to complete this assignment, please notify the library in advance so that we will have enough computers and staff available to assist students. You may schedule a library instruction session to compliment this assignment by completing a request form at <http://www.palomar.edu/library/infocomp/requestform.htm>
Thank you!

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.
2. Find and check-out (borrow) a reserve book for COUN 110. You'll need to use the library catalog to identify reserve books.
 - a. What is the title of the COUN 110 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?
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, 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 it?
4. Use the library catalog to find an electronic book, also known as an ebook. You may need to ask a librarian at the reference desk for help.
 - a. Describe how you found the book:
 - b. Do you need a password to read this book from home?

5. How would you....(ask a librarian at the reference desk for help answering these questions)
 - a. Request books from the Palomar College, Escondido Center Library?
 - b. Request books and materials from other libraries?
 - c. How long will each take to arrive at the Palomar College Library in San Marcos?
 1. Books from Escondido Center Library:
 2. Books from other libraries:
6. Find a DVD in the library's media collection.
 - a. What is the title of the DVD you found?
 - b. Are you able to check it out?
 - c. If so, for how long?
 - d. How would a student find out if the library has a certain DVD?
7. Ask the librarian at the Reference Desk for print and online guides to help you learn how to use MLA style?
 - a. Attach a copy of the print MLA guide to this assignment
 - b. List the URL (web address) to at least one MLA guide available online:
8. Go to the periodicals section of the library and find the last five issues of **Community College Review** and the last five issues of **Newsweek**. The periodicals section is on the 2nd floor. All print periodicals are shelved alphabetically by title.
 - a. Think of ways the two periodicals are different. List at least three differences:
 - 1.
 - 2.
 - 3.
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. Ask the librarian at the Reference Desk to show you how to find Credo Reference.
 - a. How do you access Credo Reference?
 - b. Can you access it from home?
 - c. What is Credo Reference?
11. Find the small group study rooms on the third floor.
 - a. What kinds of things are available in the rooms (for example a white board, electrical outlets, how many tables, how many chairs)?
12. Can you print from the computers on the second floor?
 - 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?