



Welcome to the Student Library Handbook. This handbook has been designed with students and their information needs in mind.

Inside you will find all the information resources the Library provides for you, in addition to technology tips for saving your work, working with the College's technology and other important Library services.

By knowing what services and resources the Library has to offer, you can get the most out of your research experience.

As always, the Library is here to serve you. So, if you don't see a resource here that you would like to use, please let us know.

Table of Contents

Library Mission 4

Print Resources 5

Library Collections 6

Special Collections 8

Genealogy Collection.....8

Cambria City Churches Project.....8

Johnstown Flood Collection.....8

Library Material Locator 9

Library Online Catalog 10

Library Web Page 11

Library App 12

Online Tutoring Resources 13

Library Usage Guidelines 14

Online Databases 20

eBooks Collection 20

Materials from Other Libraries 21

InterLibrary Loan.....21

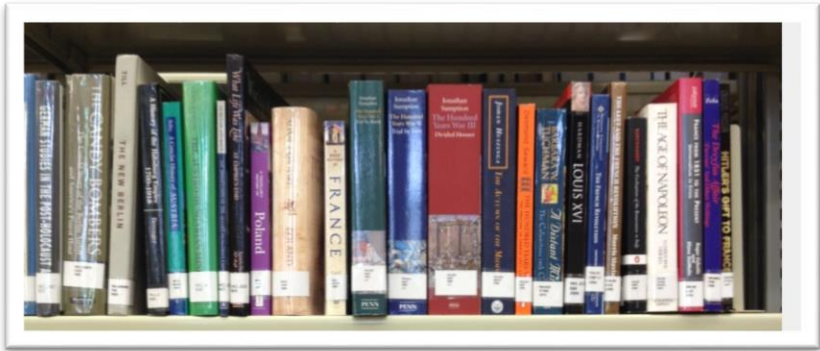
Reciprocal Borrowing.....21

Contacting the Library 22

Library Mission

*The Pennsylvania
Highlands Community
College Library endeavors to
provide access to resources
and education to make its
users information literate
thereby fulfilling the
educational objectives of the
college.*

Print Resources



The Pennsylvania Highlands Community College Library maintains a collection of print materials at the Main Library in Richland.

The Library staff makes every effort to select materials that support the curriculum that is offered at the College while providing a well-balanced selection of materials on all topics.

The Library supports the American Library Association’s “Library Bill of Rights” and endorses Intellectual Freedom.

Library books are added to the collection on a regular basis so students are encouraged to check the Library’s collection often throughout the semester.

Library Collections

The Library organizes the collection into the following categories:

GENERAL COLLECTION

This is where the majority of the Library's holdings are housed. This includes both standard and oversize materials. Books can be checked out by any registered Library user.

MEDIA COLLECTION

This collection includes DVD's and online streaming video. Most items in this collection can be borrowed.

NEWSPAPERS

The Library subscribes to most local newspapers. The Main Library keeps back issues of the *Johnstown-Tribune Democrat* on microfilm. Newspapers cannot be borrowed.

MAGAZINES

The Library maintains a selection of current periodicals and also back issues of periodicals. Back issues of some periodicals may be in microfilm format. Periodicals may not be borrowed. A photocopier is available for copies.

RESERVE MATERIALS

Instructors may place items (like textbooks) on Reserve at either Library location. Reserve materials may only be placed on Reserve for the

period of one semester, after which time, they will be removed from Reserve and returned to the Library shelf or to the faculty member.

EQUIPMENT COLLECTION

In addition to these materials the Library offers student's access to laptops for on campus use, headphones for checkout, calculators, and magnifying glasses for the visually impaired.

Special Collections

Genealogy Collection

The Johnstown Area Genealogical & Historical Society has selected the Pennsylvania Highlands Community College Library to house its collection of materials. Included in the Genealogical Collection are materials of interest to genealogists as well as local histories of Pennsylvania and surrounding counties.



Cambria City Churches Project

A collection of materials related to the five historic churches in Cambria City: St. Casimir/Emerich, St. Columba, Immaculate Conception, St. Rochus, and St. Stephen.



Johnstown Flood of 1889

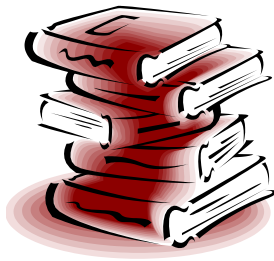
This is a collection of searchable books and photographs of the Great Johnstown Flood of 1889.



Library Material Locator

The Pennsylvania Highlands Community College Library uses the Dewey Decimal System of classification. The guide below is to assist you in locating print materials in the collection.

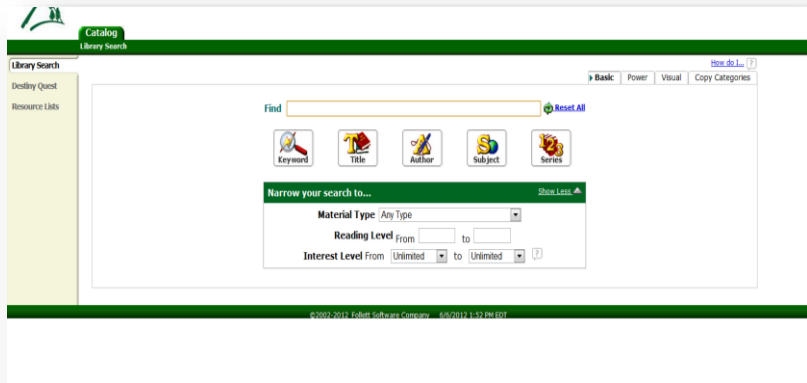
000-999 General Works	500-599 Pure Science
100-199 Philosophy	600-699 Applied Science
200-299 Religion	700-799 Fine Arts
300-399 Social Sciences	800-899 Literature
400-499 Language	900-999 History, Biography, Geography



Library Online Catalog

The Pennsylvania Highlands Library Catalog can be searched online through the Library [Books Web Page](#). The online catalog allows you to search the Library collection of over 12,000 books and DVD's.

This is the online catalog's search screen:



The online catalog can be accessed from any computer or phone with internet access. Use the Library App for a faster way to search the online search catalog on the go.

Library Web Page

The [Library's Web Page](#) allows students to access the Library's online catalog, databases and additional student resources like tutoring, APA style guides and MLA style guides.



The Library Website should be your starting point for any college research project. You can begin looking for books, check the Library's hours, contact staff, search the online databases, get online tutoring and read entire ebooks just by using the Library Website.

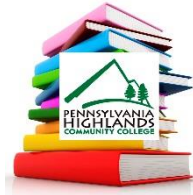
The Library Website features these important pages:

Books – This page gives you access to the online catalog and eBooks collection.

Databases & Journals – This page features databases on numerous subjects that students can search sources for research papers.

Student Resources – This page has APA and MLA help as well as options for online tutoring.

PHCC Library App



The Pennsylvania Highlands Community College Library has both IOS and Android Apps available for students to use. The PHCC Library App gives students quick access to libraries resources using their phone. You can download the App from the [IOS](#) or [Android marketplaces](#) for free.



You can use the App to search for books, find articles in the online databases, watch the Library YouTube Channel or check our hours.

Online Tutoring Resources

The Library Website offers access to online tutoring via a service called Smarthinking.



Smarthinking allows students to work with tutors online for help in numerous subjects, including math and English. Also, students may submit papers they are working on to Smarthinking for review by tutors. Skillstutor will respond with feedback within 24 hours.

Visit the Library [Smarthinking Page](#) to work with tutors online.

Library Usage Guidelines

The Library's materials and services are available for students, faculty, and staff according to the following guidelines:

- Anyone wishing to borrow materials from the Library must possess a current Pennsylvania Highlands photo identification card. Students must be enrolled in the current semester. All users must register with the Library by presenting their photo ID.
- Materials borrowed represent a legal contract between the Library and the borrower. The borrower is responsible for all materials borrowed on their card. The Library has the right to pursue collection of all borrowed materials. The Library also has the responsibility to keep the borrower's records confidential.
- Borrowers who lose or mutilate Library materials will be charged a replacement cost.
- Prompt return of all Library materials is a courtesy that extends to all Library users.
- Print materials may be borrowed for a period of two weeks and renewed for an additional two-week period.

- Delinquent student accounts will be held in the Business Office.
- Students must wear shoes in the Library.
- Students may not talk on cell phones in the Library.
- Students doing group work in the Library are expected to talk at a respectable noise level so as not to disturb others.
- Children may not be left unattended in the Library.
- The Quiet Study Room is dedicated to quiet research and course work. Loud patrons will be asked to leave the Quiet Study Room.

Online Databases

The Library Database & Journal Collection offers millions of articles for students to use for research papers and projects. Students can access the Library Online Databases via the [Databases & Journals Web Page](#) on the Library Website.



Note: Off campus students will need to login to the databases using their myPEAK login information.

Below are some of the available online databases available from the PHCC Library.

EBSCOhost Databases

Academic Search Premier

This multi-disciplinary database offers full text for more than 2,050 scholarly journals, including more than 1,500 peer-reviewed titles. Covering virtually every area of academic study, *Academic Search Premier* offers full text information dating as far back as 1985. This database is updated on a daily basis via *EBSCOhost*.

MasterFILE Premier

Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 2,050 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also includes more than 350 full text reference books, 82,968 biographies, 90,915 primary source documents, and an Image Collection of 107,135 photos, maps and flags. This database is updated daily via *EBSCOhost*.

Business Source Premier

This business database provides full text for 1,133 scholarly business journals, including full text for more than 500 peer-reviewed business publications. The rich collection of titles in *Business Source Premier* provides information dating back to 1985. This database is updated on a daily basis via EBSCOhost.

Newspaper Source

Newspaper Source provides selected full text for 25 national (U.S.) and international newspapers. The database also contains full text television & radio news transcripts, and selected full text for more than 200 regional (U.S.) newspapers. This database is updated daily via EBSCOhost.

ERIC

ERIC, the Educational Resource Information Center contains more than 2,200 digests along with references for additional information and citations and abstracts from over 980 educational and education-related journals.

Health Source: Nursing/Academic Edition

This database provides more than 550 scholarly full text journals focusing on many medical disciplines. *Health Source: Nursing/Academic Edition* also features abstracts and indexing for nearly 850 journals. This database is updated on a daily basis.

Regional Business News

This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

PsycARTICLES

PsycARTICLES is a definitive source of searchable full text articles on current issues in psychology. The database contains more than 39,000 searchable full text articles from 44 journals published by the American Psychological Association and 8 from allied organizations. It contains all journal articles, letters to the editor and errata from each of the 52 journals. Coverage spans from 1985 to the present.

Health Source - Consumer Edition

This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. *Health Source: Consumer Edition* features searchable full text for nearly 150 journals. This database is updated on a daily basis.

Points of View

This database looks at different topics and analyzes them from different points of view. Things like politics, social issues and moral issues are talked about.

Professional Development Collection

Designed for professional educators, this database provides a highly specialized collection of more than 550 high quality education journals, including more than 350 peer-reviewed titles.

SocIndex

This database is the world's most comprehensive and highest-quality sociology research database. Its extensive scope and content provide users with a wealth of extremely useful information encompassing the broad spectrum of sociological study.

Gale Databases

The Gale Databases cover American History with a focus on the Revolutionary and Civil War eras.

Newsbank

This database contains nearly 10,000 searchable titles that span a wide array of source types, from newspapers to blogs to newswires to videos and more. Newsbank has news sources from all over the USA.

Films on Demand

This video database contains thousands of documentaries and news specials that can be viewed online through any PC. These are great resources for research papers.



EBSCO eBooks Collection

EBSCO eBooks is a collection of ebooks available online for you to read from any computer. Our EBSCO eBooks Collection contains over 12,000 books for you to use for college research. The EBSCO eBooks Collection can be accessed on the PHCC Library Website Books Page.



eBooks Passwords & Online Database

In order to access the online databases or eBooks from home, students will need to enter their myPEAK username and password. If you have lost this information please contact the IT Helpdesk at helpdesk@pennhighlands.edu or by phone at 814-262-6484.

Materials from Other Libraries

There are two ways in which students can get materials from other libraries.

InterLibrary Loan

InterLibrary Loan (ILL) is a system through which books may be borrowed from a library other than Pennsylvania Highlands. InterLibrary Loan titles takes between 7 to 10 days to be received and books are on loan to borrowers for usually a one-month period. InterLibrary Loans can be requested using the online [Interlibrary Loan Form](#).

Reciprocal Borrowing

The Pennsylvania Highlands Library participates in a reciprocal-borrowing program with local academic libraries that enables students to check materials out directly from those participating libraries. For example, students can borrow materials directly from Indiana University of Pennsylvania. This reciprocal borrowing is made possible through participation in the statewide program. Students who are interested in borrowing from another local college or university must get a signed borrowing form from a Pennsylvania Highlands Librarian before traveling to the library from which they wish to borrow books from. Only books may be borrowed. Students who visit Mount Aloysius or St. Francis University can borrow items from them using their PHCC Student ID.

Contacting the Library

The following is contact information for the Library and Librarians:

Richland Library

814-262-6458

email: library@pennhighlands.edu

Barbara Zaborowski, Associate Dean for Learning Resources (Richland Library)

814-262-6425

email: bzabor@pennhighlands.edu



Alexander R. Kirby Information Literacy and eLearning Librarian (Richland Library)

814-262-6484

email: akirby@pennhighlands.edu



Contacting Technical Support

The following is contact information for the Technical Support:

Help Desk

814-262-6470

Email: helpdesk@pennhighlands.edu