



**Barstow Community College  
Library Handbook  
Policies and Procedures**

**2022-2023**



# WELCOME

Welcome to Barstow Community College!  
We hope you will find the facilities attractive,  
comfortable, and beneficial here.  
We encourage you to use them often.

# Library Staff



**Jennifer Rodden**

*Dean of Instruction, Academic Support, and Online Learning*

760-252-7363

760-252-2411x 7363

[jrodden@barstow.edu](mailto:jrodden@barstow.edu)



**Bryan Asdel, MFA**

*Interim Director of Learning Support Services*

760-252-6715

760-252-2411x 6715

[basdel@barstow.edu](mailto:basdel@barstow.edu)



**Kyri Freeman, MLIS**

*Librarian*

760-252-7220

760-252-2411x 7220

[kfreeman@barstow.edu](mailto:kfreeman@barstow.edu)



## John Macomber, MLIS

*Library Technician II*

760-252-7342

760-252-2411 x 7342

[jmacomber@barstow.edu](mailto:jmacomber@barstow.edu)



## Jodi Treuhaft

*Library Technician I*

760-252-7346



## Kimberly Evans

*Library Technician I*

760-252-7343

760-252-2411x 7343

[kevans@barstow.edu](mailto:kevans@barstow.edu)



## Steve Smith

*Library Technician I*

760-252-2411x7270

760-252-7270

[ssmith1@barstow.edu](mailto:ssmith1@barstow.edu)



## **Barstow Community College Library Mission Statement**

Barstow Community College Library is committed to serving the needs of our students, faculty, staff, and community patrons by striving to meet the following goals:

- Maintaining a diverse collection of materials to support the academic and vocational needs of our student body;
- Helping students develop skills essential to academic and occupational success by promoting information competency and critical thinking;
- Working with the faculty to ensure knowledge of the library's services and resources and providing training and support to incorporate them into the curriculum,
- Providing resources and research assistance to enhance faculty research;
- Serving the diverse needs of all library patrons, including remote learners and those with special needs;
- Responding to changing technologies by providing resources in a variety of formats, both print and electronic, and maintaining a knowledgeable and skilled staff;
- Promoting lifelong learning and the value of the library in the campus environment.

# COVID-19 Policies

## Barstow Community College

**Barstow Community College is happy to welcome back our students, staff, and visitors. Please complete the mandatory Daily Self-Health Check before coming to campus.**

### **Mandatory Daily Self Health Check**

As part of our Safe Reopening, everyone coming onto campus must first complete our Daily Self Health-Check. This can be done via the BCC App or by visiting the:

**DAILY SELF-HEALTH CHECK.**

**Please take a few moments to also review the documents on the Barstow Community College website regarding the new safety procedures on campus regarding COVID-19.**



# Required Use of Face Coverings on the BCC Campus

As of August 13, 2021, masks are required indoors for all employees, students, and visitors.

A. Exceptions for wearing a mask include:

- i. Sitting alone at your desk when NOT within 6 feet of someone else.
  - ii. Being alone in a room,
  - iii. Eating or drinking.
  - iv. Communicating with a deaf or hard of hearing person who needs to read lips or communicate without a mask. It is recommended that employees wear face shields, when communicating with deaf and hard-of-hearing individuals.
  - v. Employees with a medical condition that prevents wearing a mask or face covering must be approved by HR.
  - vi. Any exceptions for students due to a medical condition must be approved by ACCESS.
- C. Masks are required outdoors where social distancing of 6 feet or more is impossible.
- D. Faculty must adhere to all current mask guidance on campus, including when providing instruction within the classroom setting. For additional guidance on addressing students in the classroom, please see attached addendum: COVID-19 Protocols in the Classroom.
- E. As the District continues to monitor the highly transmissible Delta variant and the most recent Centers for Disease Control (CDC) recommendations on face coverings, adjustments to campus guidelines may be warranted.

# Library Operation Policies

## Regular Library Hours

Monday through Thursday 8:00am to 7:00pm

Friday 8:00am to 5:00pm

## Summer Hours\*

Monday through Thursday 8:00am to 5:00pm

Friday Closed

Closed Saturday and Sunday. Closed all Holidays.

\*Hours during the summer semester, intersession, and school holidays may vary.





## Use of The College Library

**Public Use:** People from the public sector may come into the library whenever the library is open. They may use any services or items in the library's public area. They may also request up to five periodicals at a time for in-house review. Periodicals do not leave the library.

**Veterans:** The Library also serves the local Veterans Community. The library offers checkout of library books.

**Students:** If students wish to check materials out of the library, they will need to have their Barstow Community College student ID. Card - which has a photo on it - **OR** a valid, state-issued photo ID. **AND** be enrolled in at least 1 unit. BCC student ID **OR** valid state-issued photo ID will need to be shown every time they check materials out of the library and use reserve materials.

\*High school IDs may be accepted in special circumstances.

**Staff Use:** A person may obtain a library card if they are a BCC administrator, a BCC faculty member, a BCC adjunct faculty member, a BCC staff member, or a BCC Alumni. We are currently reviewing our use of Library Policy regarding the general public.

## CODE OF CONDUCT

All Library patrons must:

1. Maintain a **quiet environment**. This means **no loud voices** and no cell phones.
2. Respect Library property. We take theft, mutilation, or defacement of materials very seriously.
3. Respect the right of fellow Library patrons and Library staff to a quiet, peaceful environment to study and work.
4. Follow the computer use guidelines as detailed on page 10 of this handbook.
5. Covered drinks and small snack items are allowed in the library. Large or messy food items such as take-out containers and bags of fast food are not allowed. Students are expected to clean up after themselves and will be held responsible for any mess and any damage to the library facility or resources.

***PATRONS BREAKING THIS CODE OF CONDUCT MAY BE  
ASKED TO LEAVE THE LIBRARY***

## **CHILDREN IN LIBRARY**

Children are not to be left unattended in the library or any portion of the LRC.

## **BORROWING PRIVILEGES**

The Barstow College ID card, available from the Campus Events/ASB Office, is the student library card. Library borrowing privileges may not be transferred to another person. Borrowers who abuse provisions or disrupt library service may have their library privileges revoked.

\*Patrons (i.e., Veteran's Home, BCC Alumni), other than currently enrolled Barstow Community College students, have different checkout limits. Please ask at the Circulation Desk.

## **RESPONSIBILITY**

It is the borrower's responsibility to:

- know when a material is due to be returned.
- return or renew material on or before the due date.
- exercise care in handling all library materials.

## **CURRENT ADDRESS**

Please notify Admissions & Records immediately of any change of address or phone number.

# Borrowing Regulations, Circulation & Fines

Overdue charges are calculated daily, excluding days the library is closed.

The fee for returned checks is \$25.00 as per the Cashier's Office.

BCC Administrators, BCC Adjunct Faculty, BCC Faculty, BCC Staff are exempt from fines.

ITEM TYPE	CIRCULATION PERIOD	LIMIT*	RENEWAL	OVERDUE FINE
Books	2-weeks	10	3 times	\$ .10/day
Instructional Videos	In-library use only	1	N/A	
Non-instructional Videos	3-day loan	2	None	\$2.00/day/DVD \$1.00/Day/VHS
CD's	2-Weeks	2	N/A	(\$ .50/day)
Periodicals	In-library use only	5	N/A	
Reserve	2-hours in library use **	1	1 Renewal if no other student is waiting for it	\$ .50/hour
Fees for lost or damaged materials shall be \$35.00 per General Collection book; \$50.00 per Oversized book; PBK's \$7 per book, plus a \$5 processing fee per item. Some items may be assessed a larger or lower fine amount depending upon the type or value of the material.				
*Cannot have more than a total of 10 items on your account at any time.				

**• COURSE RESERVE TEXTBOOKS MAY BE CHECKED OUT FOR USE WITHIN THE**

**COMPUTER COMMONS OF THE LEARNING RESOURCE CENTER DURING PEAK TESTING PERIODS ONLY (IE, MID-TERM AND FINALS WEEKS) AND UNDER THE FOLLOWING CONDITIONS:**

1. Only one textbook per student. Students must leave a VALID picture ID with the front counter staff to ensure "Good Faith Lending." Students will also be required to sign for the item.
2. Picture ID will only be returned to the borrowing student.
3. Textbooks may NOT leave the Learning Resource Center building. Students leaving the LRC building with course reserves may be charged for the cost of the item.
4. Student is responsible for any late charges that may apply. Reserve textbooks are available for 2-hour checkout only.

# REPLACEMENT COSTS FOR LIBRARY MATERIALS

The replacement cost for library materials is \$35.00 for general collection per book \$50.00 per oversized book, \$7 per book in the PBK's and \$25.00 for videos (that can be checked out). A \$5.00 processing fee is charged per item. This is charged at the time the item is being paid for.

## **REFUND POLICY**

The library no longer handles any monetary transactions. Refunds are given under the policy and discretion of the Business Office.

## **RETURNING AND RENEWING LIBRARY MATERIALS**

Library materials must be returned or renewed on or before the due date. Materials may be renewed at the circulation desk in person with a BCC library card and photo ID or by phone for a maximum of two renewals if no hold requests are pending. Items need not be present for renewal as long as the items are not overdue. Patrons may renew an item if it is not overdue and there is no request for the item by another patron. The type of material governs the length of renewal. All other materials should be placed in the book drop at the front of the circulation desk or dropped off in the outside book-drop, located in the library parking lot.

**SEE: "SELF RENEWALS"**

## **BACK-TO-BACK CHECK OUT FROM ONE STUDENT TO ANOTHER**

When a student returns a book, it must be checked in and re-shelved before another student can check it out. This will prevent any particular group of students from monopolizing a book for the entire semester. Students can take advantage of our automated system's "hold" feature by placing a request for the book through the OPAC.

## **PLACING A REQUEST FOR A BOOK IN THE BCC LIBRARY COLLECTION**

A borrower can place a request for an item that is checked out to another patron. Requests are placed through the OPAC. The borrower placing the request will need a current BCC student ID. When a requested item becomes available, it will be put on hold at the circulation desk, and the requestor notified to pick up the item within 3 days. Hold requests may not be placed on reserve items.

# SELF RENEWALS

**Question:** Can I renew my library books without coming into or calling the Library?

**Answer:** Yes, if the books are not overdue and have not already reached your maximum number of renewals (2). This can be done at any time using an internet-accessible computer. Please follow these simple instructions:

**Step 1:** In your Internet search bar, type in this URL and enter

<https://www.barstow.edu/student-services/learning-resource-center/library>

**Step 2:** Scroll down and click “Access The Library Online Catalog”

Library Handbook  
Make a Tutoring Appointment  
OER Adoptions

**Fall & Spring Semester Hours**  
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Friday  
8:00am-5:00pm

**Summer Hours**  
Monday-Thursday  
7:00am-6:00pm

**Interession Hours**  
Monday-Friday  
8:00am-5:00pm

**Staff**  
Bryan Asdel  
Interim Director of Learning Support Services

**Search the Online Library Catalog**

All Books Articles

Search for books, articles, journals, and videos... Search

**ACCESS THE LIBRARY ONLINE CATALOG**

**Electronic Databases: A-Z Guide**

**Step 3:** On the top left of the screen, click sign in.

LIBRARY HOME NEW SEARCH A-Z DATABASES FIND JOURNALS DATABASES

Search anything ADVANCED SEARCH

**Sign in** Menu

**Welcome to Barstow Community College Library Catalog**

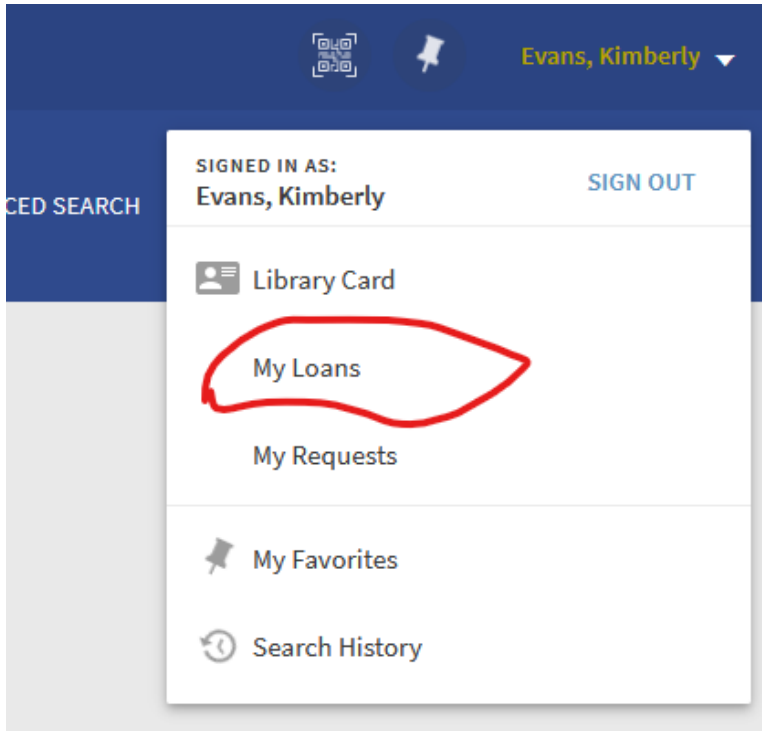
Our Library catalog provides simple, one-stop searching for books and e-books, videos, articles, digital media, and more. Find ways to manage your research. Sign-in in order to:

- Renew books and videos
- Create favorites lists
- Click the "i" icon to retrieve APA & MLA citations.
- View full search results [Some databases, only show results when you're signed in.]

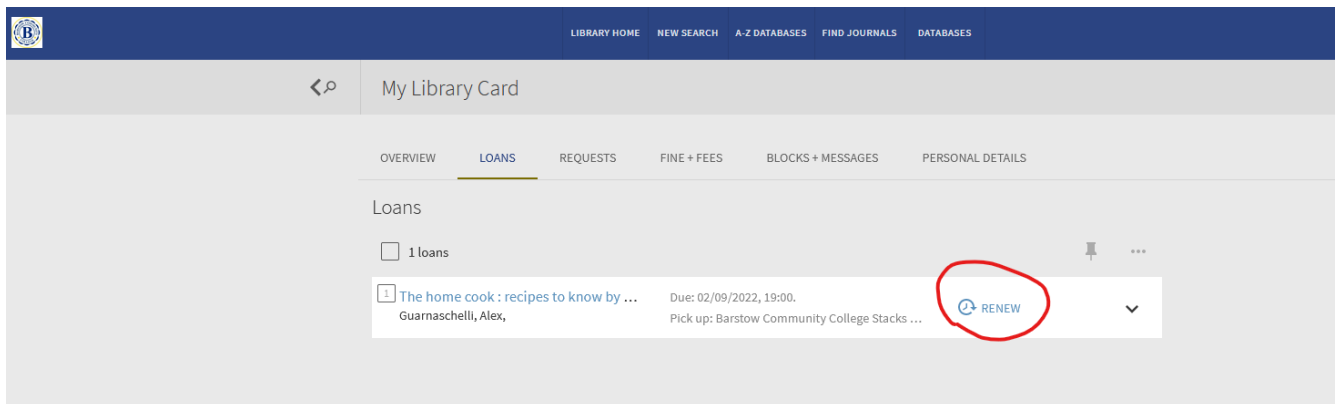
Questions? Comments? Let us know what you think!

Step 4: Sign in using the same B number and Password you use in the Single sign-on. If you have already signed in the single sign-on or are accessing this page from campus, it will automatically sign you in.

Step 5: Click on your name in the top left corner and then select “My Loans”



Step 6: Click RENEW on the item you wish to renew



## FINES AND OVERDUE NOTICES

Fines are imposed to assure the timely return of materials. **FAILURE TO RETURN MATERIALS AND/OR MAINTAINING UNPAID CHARGES WILL RESULT IN SUSPENSION OF BORROWING PRIVILEGES, TRANSCRIPT RELEASE, AND REGISTRATION.** Patrons are responsible for returning materials by the due date, regardless of whether an overdue notice is received. Fees are subject to change without notice.

## BLOCK (HOLD) ON A PATRON RECORD

*Effective Spring semester 2005, per Board Policy, if any student has a hold from any department on campus, all privileges to all other departments will be suspended.*

A block on a patron's record indicates a matter that needs to be cleared up. Blocks are fines, overdue items, lost items, address updates, etc. The block needs to be cleared up before the Library will check out any items to the person. A block from BCC library will prevent students from getting their grades, registering for classes, graduating, or receiving their transcripts. A patron needs to call the business office to clear up a block.

## LIBRARY TOURS

Due to the size of the new Learning Resource Center and increasing demand on the library staff, the following is provided for your information:

- 1) No Library tours will be given during the first two weeks of any semester.
- 2) Any requests for tours must be made 2-3 days in advance to allow library staff time to address issues such as coverage, copying of hand-outs, etc.
- 3) No last-minute tours will be booked or given.
- 4) For evening classes special arrangements have to be made. Contact the head librarian to make special arrangements.
- 5) Classes must be accompanied by their instructors.

Library staff members wish to continue to provide the best library services possible to all. However, to accommodate the many requests that they get, your cooperation would be appreciated.



## ELECTRONIC RESOURCES USER POLICY

- Due to the limited number of computer stations available, the primary use of computer resources shall be to assist currently registered Barstow College students with academic-related research. Priority is given to currently enrolled students conducting course-related work. Library staff reserves the right to request that users viewing potentially offensive sites leave the library.
- No games, online auctions/purchasing, or chat rooms. Computer labs are available on campus for non-research activities. The closest lab is located in the Computer Commons, accessible through the main lobby of the LRC.
- Currently enrolled students shall have priority use of all computers. A 15-minute time limit may be imposed when others are waiting for any workstation.
- Individual users are responsible for using the library's resources in an ethical, non-discriminatory, and lawful manner. Failure to comply with these basic policies and responsibilities can result in losing access privileges.

## Computer Copyright Infringement

Most material available on the Internet, whether from freely accessible websites or subscription databases such as those available through the Barstow Community College Library, is protected by copyright law, whether a statement of copyright is visible on the page being viewed. Barstow Community College Library upholds all provisions of United States copyright laws, including 17 United States Code sections 107 and 108 governing fair use and reproduction by libraries and archives.

Patrons using copier or printing services are responsible for any infringements of copyright laws. Copyright violations are not only against the law but also campus policy. Willful copyright infringement can result in criminal penalties, including **imprisonment** of up to **five years** and **fines** of up to **\$250,000 per offense**.

## **LIBRARY CLOSING PROCEDURES**

Any reserve materials checked out must be returned to the circulation desk. All materials are due 15 minutes before library closing. Computers must also be turned off 15 minutes before closing.

## **CONFIDENTIALITY**

The library will not release personal borrowing information about any library user to any other individual or organization unless required to do so by law or by college policy.

## **SPECIAL FACILITIES AVAILABLE TO STUDENTS**

### **Student OPAC station**

In addition to 32 computers for student use, the library has an online catalog for patron use. Disabled patrons can adjust the size of the font. Please read: *ELECTRONIC RESOURCES USER POLICY* above

### **Audio-Visual Services:**

The library maintains various educational and entertainment videos, DVDs, and CDs.

### **Microfilm Reader**

Check with the library staff for viewing Desert Dispatch or Desert Post on microfilms.

## **Group Study Rooms:**

Barstow Community College students may use group study rooms at any time that the library is open. Students requesting a group study room must follow the guidelines for room use.

### **PROCEDURES**

1. Students sign up for the room at the Circulation Desk on a first-come, first-served basis.  
No reservations.
2. These rooms are designated for study purposes only.
3. Posted guidelines are to be followed when using the rooms.

### **GUIDELINES FOR STUDY ROOM USE (*Guidelines apply to all students in a group*)**

1. Rooms may be used for 2 hours. Upon completion of the 2 hours, keys must be turned in at the circulation desk to be discharged. Renewals are permitted so long as no other patron has requested the room.
2. ROOMS WILL BE USED ONLY FOR STUDY TOWARD COMPLETION OF A SPECIFIC ASSIGNMENT OR REQUIREMENTS FOR COMPLETION OF A BARSTOW COMMUNITY COLLEGE CLASS. Recreational use is prohibited.
3. The door to the room will always remain closed. Please try to study in quiet as the rooms are not sound-proof.
4. Musical instruments are prohibited.
5. Tutoring and proctored test-taking are **NOT** appropriate activities for library group study rooms as such activities fall under the responsibility of other Barstow Community College programs.
6. **FOOD, DRINK, CHILDREN, LEWD OR LASCIVIOUS ACTS, AND SMOKING ARE STRICTLY PROHIBITED.**
7. Library staff may enter a group study room at any time.
8. Library staff may bring a study session to an end at any time and may require students to leave the room.
9. Students will leave the room clean and orderly, close and lock the door, and return the room key immediately after leaving the room. Students are responsible for damage to the room.
10. Library staff may refuse or revoke room use privileges if any student in a group fails to follow established guidelines.

## TYPES OF MATERIAL AVAILABLE

### location and arrangement

Non-Fiction Books: These are located on the shelves towards your right when entering the library. The shelves begin with 000 on the left, continue down the aisle, wrap back up to the front, and continue in that order throughout the aisles until you reach 999.99.

Reserve Materials and Class Textbooks: Items instructors place on reserve for student use. The instructor determines the length of checkout and whether the item can leave the library. We carry *most* class textbooks. Check at circulation to see if we have what you need. A BCC student photo ID OR valid state-issued ID is required to check out all reserve items. These are located at the circulation counter. Reserve books are indicated by “Res” in the line of the displayed record on the OPAC. A patron can have only one reserve item checked out at a time. **We do not hold reserve items. They are available on a first-come, first-served basis.**

Reference Books: These are found in the Reference Room, located behind the circulation counter when you enter the library. They are indicated by a letter “R” above the call number on the book’s spine.

Biography: Books of biography, “92”, are located after the 999.99 and before Fiction books. These books are in alphabetical order by the last name of the person written about.

Fiction Books: Books of fiction, “Fict”, are located after the “92” Biography books and before the foreign language section. The books are in alphabetical order by the author’s last name.

Spanish Language: Books written in Spanish are located at the end of the aisles, after the fiction books.

Large Print: Books for the visually challenged are located to the right of the circulation counter as you enter the library.

Oversized: Books that are too large for the shelves in the general collection are placed on the short shelf to the right of the Reference Room. They are identified with a yellow “oversized” sticker below the call number.



# Archives

Archives are located in the L26 to the left of the circulation desk. Archive materials are like reference materials and are for in-house use only. Due to their age or special significance, they are not housed in the general collection.

The Archives contains over 400+ historical items and donations, such as 73 volumes collection from the 1850-1880s of *Harper's Magazine*, donated by history professor Ramon Vasconcellos.

# Collections

**PBK (paperback books):** Located inside the front doors, kept in the spinner racks, just to the right of the computer terminals. They are entertaining light reading.

**DVDs:** Located in the archive room. Please ask library staff for assistance or search the OPAC to find the required media material. DVDs check out for three days at a time or a weekend.

**AS A REMINDER:**

Late fees for DVD checkout are \$1.00 a day.

**Maps:**

Check with the library staff for viewing our collection of maps. Our collection includes Barstow and its surrounding areas and much of California. They cannot be checked out and are for in-house use only.

## **ACADEMIC JOURNALS, MAGAZINES, AND NEWSPAPERS**

Periodicals and Newspapers cannot be checked out; they are for in-house use only. Copies can be made on the copier located on the left of the computers.

The library subscribes to more than 150 periodicals, including academic journals, magazines, and newspapers. Current issues are shelved in the center back of the library. Please ask Library staff for help retrieving back issues.

The library subscribes to the following newspaper publications: Wall Street Journal, Daily Press, The San Bernardino Sun, and the Sunday edition of the New York Times.

The latest copy is located on the periodicals rack near the reference area, at the back of the library.

## Other Sources Available in The Library

Suggestion box for books/periodicals: This box is located on the right side of the Circulation desk near the OPAC's. Please fill out a form and put the request in the suggestion box available at the Circulation desk.

Pathfinders: These documents contain descriptive lists of the best material on specific topics available through the library and suggestions for research projects. Currently, we have pathfinders available on subjects such as Gun Control, Paleontology, the influence of the English Civil War on the American colonies, and the arrival of Europeans in America. We are constantly creating new pathfinders.

### Donations:

The BCC Library accepts donations based on the following guidelines:

- All materials donated to the library become the property of BCC.
- The library may choose to keep or discard donated materials according to its collection development policies.
- The library will not return materials it cannot use to the Donor.
- Upon request, the library will furnish the Donor with a zero-dollar amount letter describing the donation for income tax purposes.





## Cell phone use in the Library

As a courtesy to our library patrons, our policy is not to have cell phones or other noise-producing electronic items used inside the library. We ask that you turn off the volume before entering the library and answer or make calls outside the library. We will ask you to step outside if you use your cell phone inside the building.

### **Cell phone Charging station**

The library is equipped with a cell phone charging station comprised of 4 Apple charges and 2 Android chargers

## Library Computer Usage Policy

Barstow Community College Library computer resources are dedicated to supporting the college's mission of education, research, and public service. In furtherance of this mission, the Barstow Community College Library respects, upholds, and endeavors to safeguard the principles of academic freedom, freedom of expression, and freedom of inquiry.

There are over thirty computers available in the Barstow Community College Library. The Library is dedicated to the success of its student patrons. While there are no time limits regarding using the computers within the library, preference is given to Barstow Community College students who are engaged in research or academic work. If no other stations are available for students, public patrons may be asked to defer their time. Regarding *Computer Usage*, the following apply:

- Printing is available for all Barstow Community College students via account allotment. 100 pages via Papercut. You can buy more print from the Viking bookstore.
- Databases are available for students and public patrons *within* the library. Off-campus access is restricted to currently enrolled students.  
**Many of the off-campus databases can be accessed via your B#**
- *Currently*, access to social media sites is allowed within the library. However, students' academic pursuit holds priority, and users may be asked to defer computer use in favor of those seeking to perform academic research or coursework *unless* such site use is related to academic work.
- Both Student and Public users may be barred from using computers in the library for:
  - Downloading and /or viewing material that violates harassment policies outlined by Barstow Community College.
  - Using computers for non-academic purposes such as, but not limited to, illegal file sharing, system hacking, identity theft, etc.
- Public patrons should not save documents or files to the desktop. Saved files are periodically removed.
- Both Student and Public patrons may use MS Office Products. In lieu of available printing, it is suggested that that patron possess a flash drive or cloud account.
- To maintain a quiet study atmosphere, the library has headphones available for use.
- Student and public patrons may be asked to reduce the volume of their headsets or computers if noise levels interfere with the academic pursuits of students.

## Online Catalog

To log in to your library account, use your B-number issued to you during registration. If you are a returning student, your B-number will be updated in the campus database system.

To access the Online Catalog, open up the internet, navigate to the Library Services page <http://www.barstow.edu/library.html> and select “ACCESS THE LIBRARY ONLINE CATALOG.”

### Library

Library

- Library Handbook
- Make a Tutoring Appointment
- OER Adoptions

**Fall & Spring Semester Hours**  
Monday-Thursday  
8:00am-7:00pm

Friday  
8:00am-5:00pm

**Summer Hours**  
Monday-Thursday  
7:00am-6:00pm

**Intersession Hours**  
Monday-Friday  
8:00am-5:00pm

**Staff**  
Bryan Asdel



### Search the Online Library Catalog

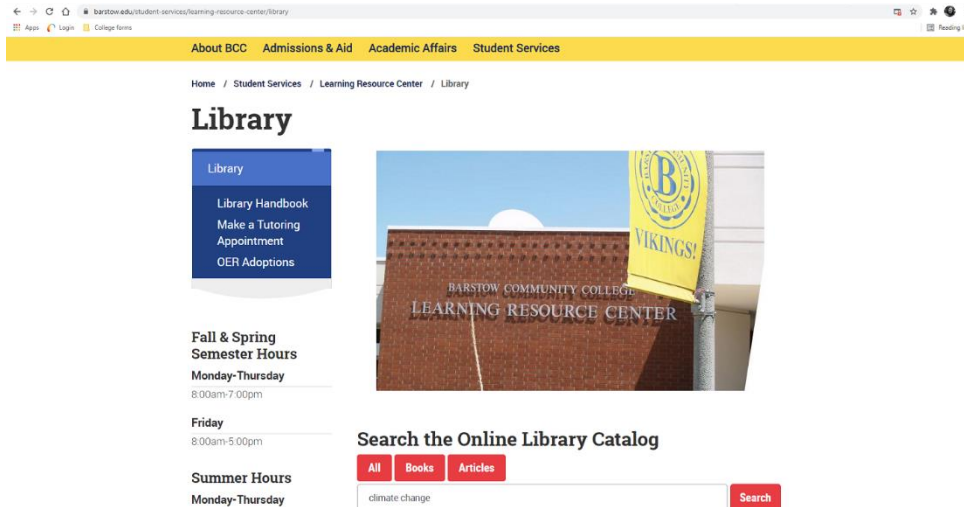
All Books Articles

[ACCESS THE LIBRARY ONLINE CATALOG](#)

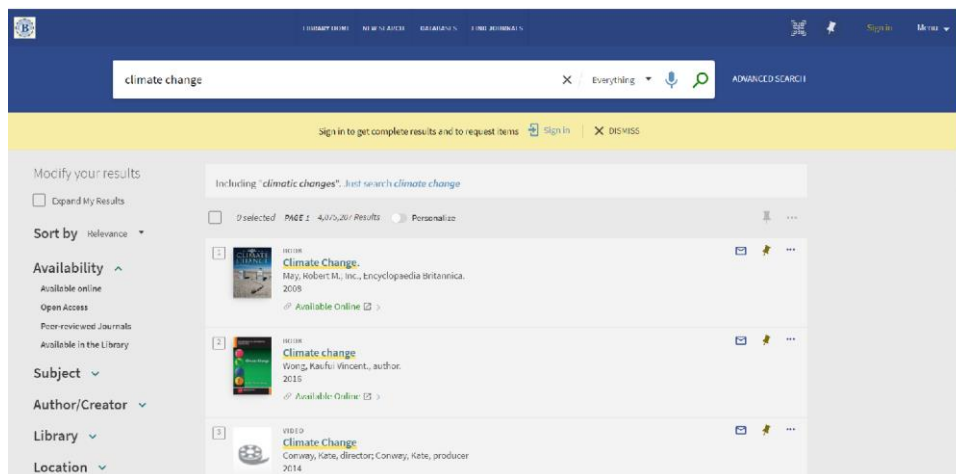
[Electronic Databases: A-Z Guide](#)

# How to Search the Library Catalog

First, navigate to <https://www.barstow.edu/student-services/learning-resource-center/library> . Then put your keywords into the box that says Search Online Catalog:



Let's say we searched for the keywords: "climate change" Here is the complete set of results. Here is what the results look like:



At first, you will get items that are available online and physical books. To get just book available in the Library on the left side of the screen to click on **Availability** and then **Available in the Library** on the left side of the screen,

What if you want to click through to an e-book or a database article? You can always use our electronic resources page here:

[http://www.barstow.edu/library\\_electronic\\_resources.html](http://www.barstow.edu/library_electronic_resources.html)

You can also get to this page by going to <https://www.barstow.edu/student-services/learning-resource-center/library> and then clicking “Electronic Databases: A-Z Guide”

#### Summer Hours

Monday-Thursday

7:00am-6:00pm

#### Interession Hours

Monday-Friday

8:00am-5:00pm

#### Staff

**Bryan Asdel**

Interim Director of Learning  
Support Services

basdel@barstow.edu  
ext. 6715

**Kyri Freeman, MLIS**

Librarian

kfreeman@barstow.edu  
ext. 7000

### Search the Online Library Catalog

All

Books

Articles

Search for books, articles, journals, and videos...

Search

ACCESS THE LIBRARY ONLINE CATALOG

**Electronic Databases: A-Z Guide**



BarstowLibGuides

Each database is listed out in alphabetical order. However, the easiest way to search through most of them at once is to scroll down and click Ebscohost

E

#### **EBSCOhost (CONTAINS PEER REVIEWED MATERIAL)**

CONTAINS PEER-REVIEWED MATERIAL

EBSCOhost is a collection of databases covering various subject areas and directed at various age groups. Includes full text of newspapers and encyclopedias, ebooks and various images, pamphlets, and brochures.

[more...](#)

Check the box “Select/Deselect all”



### Choose Databases

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

Continue

Select / deselect all

And then, search for your subject in the search bar at the top.



Searching: **Academic Search Complete**, [Show all](#) | [Choose Databases](#)

Enter any words to find books, journals and more

Search

[Search Options](#) ▶ [Basic Search](#) [Advanced Search](#) [Search History](#)

This method has better results when searching for electronic articles than using the catalog. However, Films On Demand, ProQuest EBooks, and Infobase Ebooks cannot be searched using this method. To access these databases, navigate to <https://barstow.libguides.com/az.php> . Then scroll down and click the database of your choosing.

If you have a question about using our catalog, finding physical materials, or searching for electronic materials, please come to the library front desk or email the librarian at [kfreeman@barstow.edu](mailto:kfreeman@barstow.edu).

# Electronic Resources available at Barstow Community College Library

**NOTE: OFF-CAMPUS REMOTE ACCESS TO THE SUBSCRIPTION DATABASES IS RESTRICTED TO CURRENT BARSTOW COLLEGE STUDENTS, FACULTY, AND STAFF.**

In Fall 2021, we also recently acquired the Writers Reference Center.

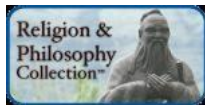


*Sign in using PATRON ID, which is your B-number*



### **Periodical Databases**

**EBSCOhost** is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full-text databases and popular databases from leading information providers. The comprehensive databases range from general reference collections to specially designed, subject-specific databases for public, academic, medical, corporate, and school libraries.



**Proquest Ebrary College Complete** is the ideal academic electronic book collection for student research needs. With this product, you can access an extensive collection of material spanning a healthy cross-section of topics with content compatible with almost any device.

**NOTE: For remote access, log in using your institution B number (Student ID).**



**EBSCOhost eBooks** provides access to approximately 2,300 eBook titles purchased through the California Community College Library Consortium.



**Consumer Health Complete** is a comprehensive resource for consumer-oriented health content. It is designed to support patients' information needs and foster an overall understanding of health-related topics. Consumer Health Complete provides content



covering all areas of health and wellness, from mainstream medicine to the many perspectives of complementary, holistic, and integrated medicine.



**Newspaper Source Plus** includes more than 860 full-text newspapers, providing more than 35 million full-text articles. In addition, the database features more than 857,000 television and radio news transcripts.



### **Science Reference Center**

Is a comprehensive research database that provides easy access to a multitude of full-text science-oriented content. This database contains full text for nearly 640 science encyclopedias, reference books, periodicals, etc. Topics covered include biology, chemistry, Earth & space science, environmental science, health & medicine, history of science, life science, physics, science & society, science as inquiry, scientists, technology, and wildlife.



**AHFS Consumer Medication Information** A trusted source and recognized standard for patient drug information, available in English and Spanish. Published by the American Society of Health-System Pharmacists, AHFS includes more than a thousand drug information monographs written in lay language for consumers and has been a Top Ten Award Winner in the Department of Health and Human Services National Consumer Education Materials Contest. This content is updated monthly.



**Military & Government Collection** Designed to offer current news pertaining to all military and government branches, this database offers a thorough collection of periodicals, academic journals, and other content pertinent to the increasing needs of those sites. The *Military & Government Collection* provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for more than 400 titles.



**GreenFILE** Well researched information covering all aspects of human impact on the environment. Its collection of scholarly government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records and Open Access full text for more than 4,700 records.

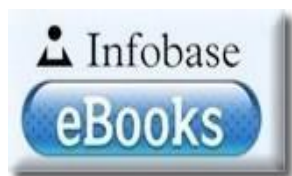


**Auto Repair Reference Center (ARRC)** contains repair and maintenance information on most major domestic and imported vehicles manufacturers. New repair procedures, TSBs, and updates are added to the product regularly.

## Online Databases



**CountryWatch** is a world leader in providing country-specific geopolitical intelligence on each of the 192 countries of the world.



High Quality, Authoritative, Scholarly  
With our comprehensive eBook collections, you will find exclusive proprietary titles from esteemed Infobase imprints such as Facts On File, Chelsea House, Ferguson's, Bloom's, and Chelsea Clubhouse. Covering a multitude of subject areas, there is content to suit every student, educator, and patron

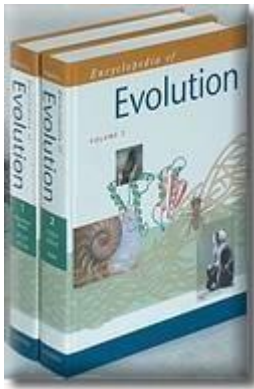


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Over 20,000 documentaries, dramas, and newsreels from the world's best producers including, Films for the Humanities & Sciences, Cambridge Educational, PBS, National Geographic, NOVA, BBC, and more. Videos play best in the Chrome browser.

## Oxford Digital Reference Shelf series

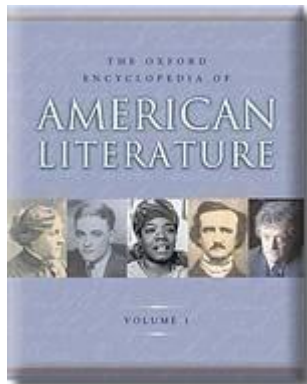


A comprehensive guide to the essentials of evolutionary biology, these entries by leading experts survey essential concepts and theories, present methods, models, and findings, and discuss the field's history and current controversies. Readers will find brief treatments on discrete concepts and individuals to illuminate lengthy essays by towering figures in the field. Topics include Darwin, natural selection, human origins, behavioral ecology, diversity, mathematical models, and cell and developmental biology. Special essays include Stephen Jay Gould's "Macroevolution" and Jane Goodall and

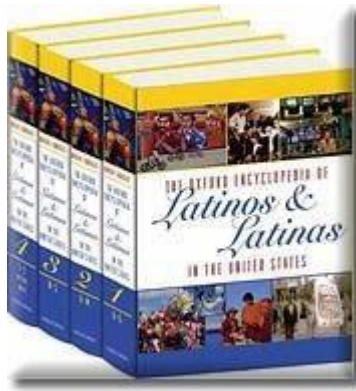
Elizabeth Vinson-Lonsdorf on "Culture in Chimpanzees."



Encompassing tsunamis, elephant conservation, ocean pollution, mining regulation, and permafrost melt, the 300 authoritative articles in this unique and wide-ranging encyclopedia investigate all types of phenomena that change life on Earth. The entries cover a range of general research categories: altered ecosystems, climate change, food and water supply, population, politics and global change, institutions and policies, biographies, and case studies.



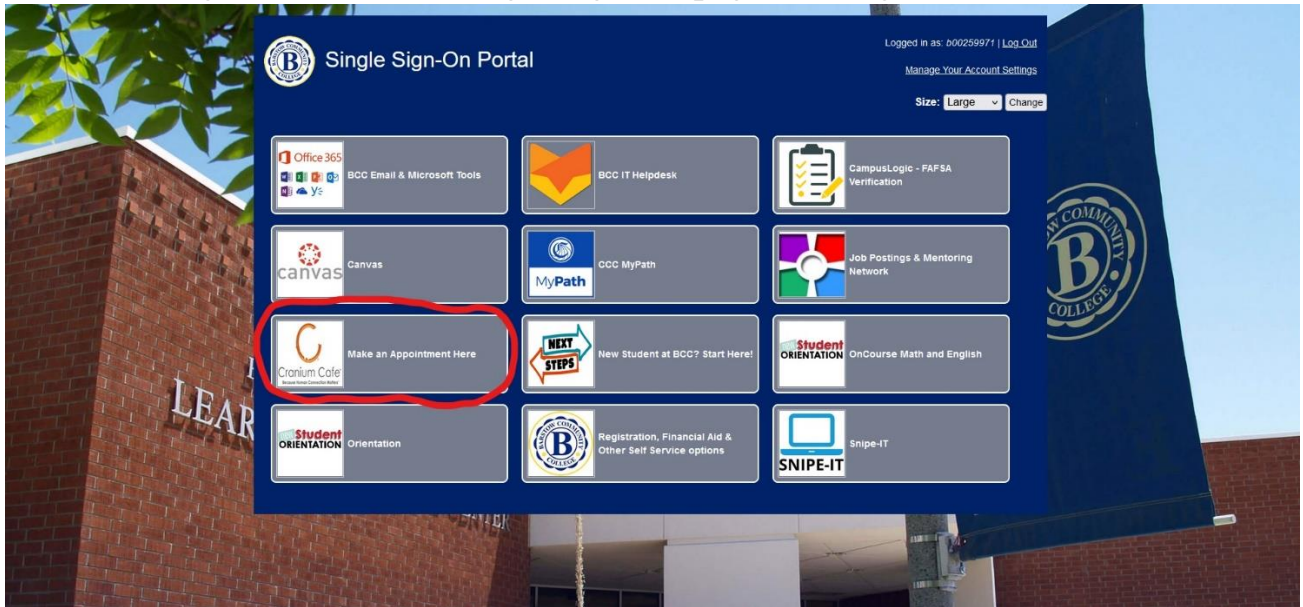
This award-winning *Encyclopedia* surveys the vibrant terrain of American literature in 350 essays from leading scholars, encompassing the range and depth of American literary history from the 1600s to the present day. The *Encyclopedia* includes essays on poets, playwrights, essayists, novelists, and major works and essays on literary movements, periods, and themes. No mere catalog of dates, events, and synopses, the *Encyclopedia's* articles offer historical perspective and social context along with a range of possibilities concerning critical approach.



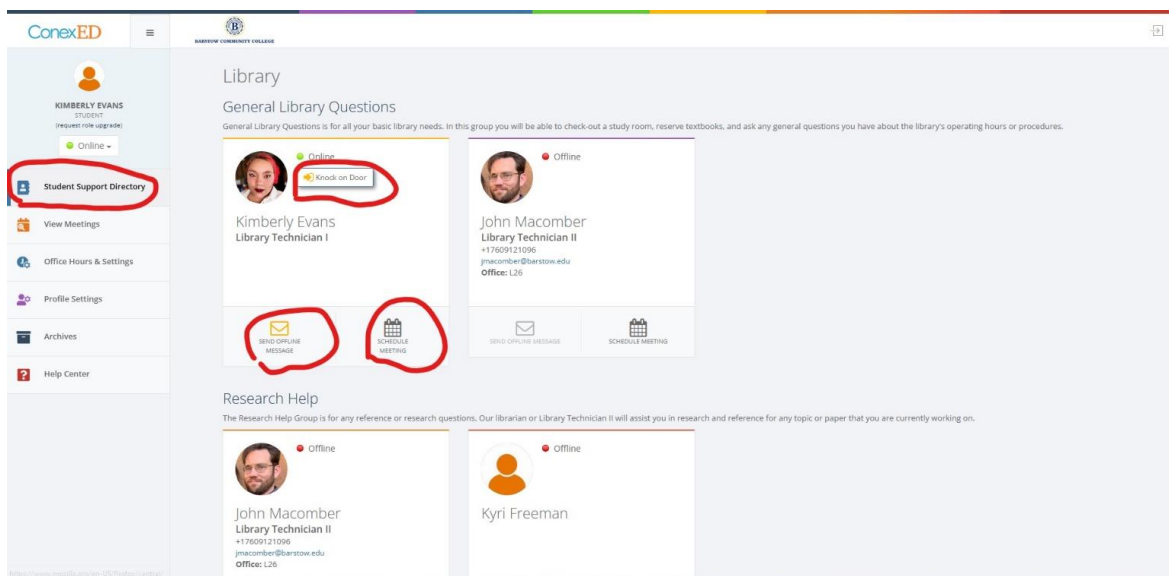
This landmark scholarly work offers comprehensive, reliable, and accessible information about the fastest-growing minority population in the United States. With an unprecedented scope and cutting-edge scholarship, the *Encyclopedia* draws together the diverse historical and contemporary experiences in the United States of Latinos and Latinas from Mexico, Puerto Rico, Cuba, the Dominican Republic, Central America, South America, Europe, Asia, and the Middle East. Over 900 A-to-Z articles written by academics, scholars, writers, artists, and journalists, address such broad topics as identity, art, politics, religion, education, health, and history. The *Encyclopedia* fills a void in the historical scholarship of an underserved population.

# Cranium Café

Cranium Café can be used as an alternative to emailing to contact the Library and schedule meetings. First, use the Single Sign-On page to navigate to Cranium Café:



Then, in the Student Support Directory, scroll down to the Library's section. There you can choose "Knock on Door" to chat with someone immediately, "Schedule Meeting" to make an appointment, or "Send Offline Message" to send a message that will be responded to at a later date.



# LibGuides

LibGuides are subject guides that pull together all types of information about a particular subject or course of study. They include books and movies in our catalog, material from different databases, and other resources, all compiled in one convenient place. We regularly add new LibGuides, so check back regularly.

To access Barstow Community College Library's [LibGuides](https://www.barstow.edu/student-services/learning-resource-center/library), first navigate to <https://www.barstow.edu/student-services/learning-resource-center/library>, then scroll down and click "[BarstowLibGuides](#)".

## Electronic Databases: A-Z Guide



### Library Cards

Borrowing privileges are available to currently enrolled students, alumni, faculty and staff. Students will receive a Barstow College Student I.D./ASB card during enrollment (contact Joann Garcia at 252-2411 ext. 7374 for further information). This card is good at the Library, Tutorial Center, Fitness Center, and computer labs. To apply for a library card, bring a picture id and proof of enrollment or graduate status to the circulation desk.

Then click on the title of the Barstow Community College LibGuide you'd like to view.

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[Libguides](#) is an organization software system to organize academic resources by topic. These pages correspond to additional resources set up by Barstow Community College staff.



## **BARSTOW COMMUNITY COLLEGE LIBRARY**

Please feel to email or call the Barstow Community College Library with any additional comments or questions!

760-912-7270 Library front desk  
760-912-7220 Librarian, Kyri Freeman

Visit us online at:

<https://www.barstow.edu/student-services/learning-resource-center/library>

Also visit our LibGuides resources at:

[Barstow.libguides.com](http://Barstow.libguides.com)