

WCTC Library Information Resources

www.wctc.edu/library <https://wctc.blackboard.com/>

262-691-5316

FINDING BOOKS

WCTC Library Catalog: Use to locate books, journal and magazine titles, and multimedia in the WCTC Library. The WCTC Library uses the Library of Congress system to organize the library's collection. Each item is labeled with a call number which is a combination of letters and numbers. Example: **HF5861 .M354**. The library's materials are divided into several collections, including General Collection, Reference Collection, Career Collection, Social Issues, etc.

eBook Collection: Use to access full-text electronic books. Available through the **eBook Collection link on the main library website.**

If the WCTC Library does not have the book you are looking for, try:

WISCAT: Use to locate materials in other Wisconsin libraries. We can request these materials for you through interlibrary loan. Click on ***Request this Item*** in the upper right-hand corner of the item you wish to request.

WorldCat: Use to locate materials throughout the United States. We can request these materials for you through interlibrary loan. Under ***Availability:*** Click on ***Borrow this item from another library (Interlibrary Loan.)***

FINDING MAGAZINE, JOURNAL & NEWSPAPER ARTICLES

Print Resources

WCTC Library subscribes to hundreds of magazines, trade publications, journals, and newspapers. Paper copies of journals and magazines are usually kept for 1+ years and are available for checkout.

Electronic Resources (Databases)

The Library subscribes to over 50 research databases which provide access to full-text journal, magazine and newspaper articles, as well as information found in general and specialized dictionaries, encyclopedias, and directories. (*See Electronic Resources Available 24/7 handout*)

WCTC Library Information

To Check out Library Material:

- Bring the item and a picture ID to the Checkout/Information Desk.
- A WCTC myCard is the preferred picture ID for students.
- Most material checks out for 3 weeks with 2 renewals allowed.
- Headphones, laptops and charging stations are available for in-library use. Kindle Fires and iPads are available for checkout. Earbuds are available for purchase.
- To return items, book drops are available at the Checkout/Information Desk, near the entrance of the library, and in front of the RTA entrance to the College Center Building.
- Lost material is billed at cost plus a \$15.00 processing fee.
- *The library user is solely responsible for all items checked out to his/her account.*

Reserve items:

- Items put on reserve by instructors are available at the Checkout/Information Desk.

Interlibrary Loan Service:

- If the WCTC Library does not have an item you need, ask the staff at the Checkout/Information Desk to request it through Interlibrary Loan.

Printing:

- There is a WEPA printing kiosk located in the library. The WCTC myCard is used for printing. Money can be added to your myCard in the library.

Food and Drink:

- Covered beverages and snacks are allowed in the library, but not near computers.

Cell Phones:

- Cell phones can be used, but ringer should be turned off and conversations conducted quietly. There is a charging area for cell phones at the Checkout/Information desk.

Accessing Library Resources from Home:

- Library resources can be accessed off campus through Blackboard or the library's web page. **From the library web page** (www.wctc.edu/library) **From Blackboard** (<https://wctc.blackboard.com>) Click on the **Library** tab near the top of the page in Blackboard.
- **Students:** To get access, you must use your College-assigned username and password. Your username can usually be found on your schedule/bill. It typically is the first letter of your first name followed by your full last name [i.e. Jane Readbooks = jreadbooks] and possible a number jreadbooks1. Your password defaults to your WCTC Student ID number unless you have changed it.
- **Faculty and Staff:** Use your current College network login and password.
- If you have trouble locating or using your username/password, please call (262) 691-5555 to contact the Service Desk.