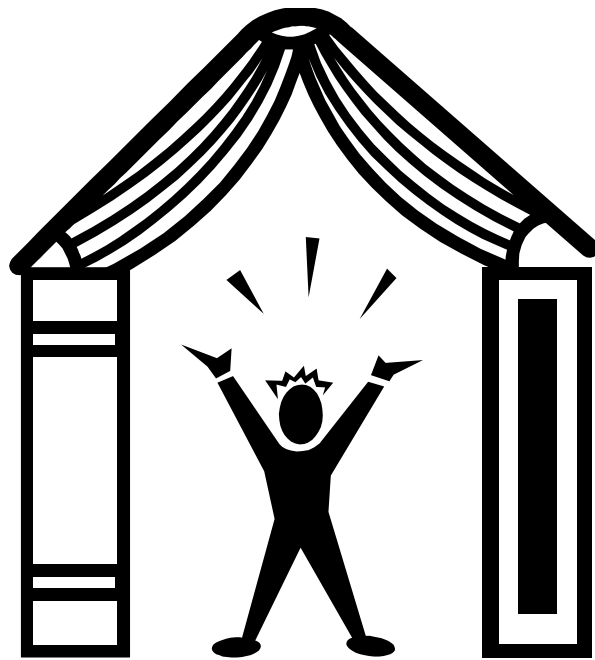# Randolph C. Watson Library

Faculty Source Book

Randolph C. Watson Library
New Patron Information

Welcome to Kilgore College!

We have many resources available to Faculty, Adjunct Faculty, and Faculty teaching dual credit courses. Our databases and e-books may be especially useful as you prepare for a class. Or, you may want to check out a book or an instructional video.

To check out library materials, present your faculty ID at the Circulation Desk. If you do not have an ID, you may acquire one at the KC Police Department.

To access the library from off campus, go to our website: http://kcfac.kilgore.edu/library. **You must be in the library's system to gain access to our services.** When accessing databases, a window will appear asking for your last name and your password. The instructions will tell you how to determine your password. Enter this information in the boxes provided, and begin your research!

If you wish to check out library materials, or use the databases from off-campus, we need to enter your information into our system. Please fill out the form on below and return it to the library so that we may complete our records.

**Randolph C. Watson Library
Patron Information
Faculty/Adjunct Faculty/Staff**

Name:_____

SSN:_____ KCID:_____

Department:_____ Email: _____

College Address: Bldg._____ Office #_____

College Phone _____Home/Permanent Phone:_____

Home/Permanent Address:_____

_____

Services Available at the Library

Instruction

Information Literacy is an important part of the college experience!   In fact, it is a requirement for our SACS accreditation.

Do you want your students to learn how to find research materials? We'll set up a class just for them. We can customize the class to fit your needs. Call Susan Wilson at x8239, or from off campus at 903-983-8239, to set up your class. We will meet in our Bibliographic Instruction room, or even in your classroom, and help your students along the road to information literacy.

Of course, time is a factor when planning your classes. If you are unable to bring your class over, you can recommend they come to the library to visit with a librarian, or, they can print out the handout for their research area from our subject guides. Additionally, we have an online tutorial available for all students on our web page.

If you are interested in doing some team teaching with a librarian, call Susan Wilson at x8239 and we will work together to create a memorable learning experience for your students.

Dual Credit Classes

If you teach a dual credit class, we can still help! We can send a librarian to your location to discuss using the resources available through the Watson Library databases and electronic resources.

If your students cannot access the Library's databases from your campus, please speak with your school's computer center about unblocking our website and proxy server addresses.

Interlibrary Loan

If you need materials that are not available from the Randolph C. Watson Library, don't panic. Just complete the Interlibrary Loan form at the Circulation Desk, or online at the library's website. We'll see if another library will loan us the materials for your use. However, keep in mind that Interlibrary Loans take an average of 5 days to arrive. Don't wait until the last minute to order your materials!

Reserves

Do you have important information for your students to read but limited available resources? Don't let the first student to reach the library check out all the materials, leaving the rest of your class with nothing. Put it on Reserve! Complete the form at the Circulation Desk, or on the website under Library Services/Faculty. We'll keep your copy of an item behind the Circulation Desk. Your students can then come to the library to read the materials, or to make their own copies.

Purchase Requests

We are always looking for new materials to add to our collection. If you know of materials that would be good additions to our collection, please let us know. Just send a list through campus mail or email, or contact any of the librarians with your requests. We at the library know that you, the faculty members, are our best resources for recommending materials for your area. Please keep us in mind when you come across new items that will benefit your students' learning experience.

Check Out Policy

It is generally our policy to allow faculty to check out items for the semester. However, you need to renew those items at the end of the Fall Semester, if you will need them for the Minimester or Spring. At the end of the Spring semester, we require all items be returned to the library for inventory. Items that are not returned will be charged to your department. *We reserve the right to recall materials at any time.*

Popular Reading

We have contracted to lease volumes of popular reading from McNaughton Book Service. Eventually, we either send the books back to the company, or buy the more popular ones. When we buy them, they are added to the regular collection. This diverse set of books is housed on the first floor of the library. We also have popular paperback books, which have been donated by others. If you have gently used paperbacks, consider donating them to our collection.

Databases for Your Use

We are very proud of the databases we have available to our faculty, staff and students! It is our goal to provide something for as many subject areas as possible. If you need something that we don't have, please suggest a product you know of that would be beneficial for your students. Here is a list of databases. Please review our databases and see what might work for your program.

Academic Search Complete
AGRICOLA
Alt Health Watch
Annual Reviews: Cell & Developmental Biology, Immunology, Physiology
ARTstor
Bibliography of Native North Americans
Business Source Complete
Career and Technical Education
CINAHL Plus
Clase Periodica
Classical Music Library
Clements Encyclopedia of World Governments
Computer Source
Consumer Health Complete
Contemporary Authors
Contemporary Literary Criticism Select
CQ Researcher
CQ Weekly
Credo Reference
Dictionary of Literary Biography
Economia Y Negocios
Educator's Reference Desk
eLibrary Curriculum
Encyclopedia of Life Science
Encyclopedia of Philosophy, Internet
ERIC
Fuente Academica
Funk & Wagnall's New Encyclopedia
Gale Literature Databases
Gale Power Search
Gale Virtual Reference Library
GPO Monthly Catalog
Health & Wellness Resource Center
Health Reference Center: Academic
Health Source: Nursing/Academic
Heritage Quest Online
Information Science & Technology Abstracts
Info Trac Newspapers

Internet & Personal Computing Abstracts
Learning Express Library
Legal Collection
Lexis Nexis
Literary Reference Center
Literature Criticism Online
Literature Resource Center
MEDLINE (EBSCO)
Middle Search Plus
Military & Government Collection
Natural & Alternative Treatments
NetLibrary
Newspaper Source
Newspapers, Info Trac
Opposing Viewpoints
Oxford Art Online
Oxford Music Online
Oxford Reference Online
Primary Search
Professional Development Collection
Psychology & Behavioral Science Collection
Regional Business News
Religion & Philosophy
Sanborn Maps of Texas
Science & Technology Collection
Scientific & Medical ART Imagebase
STAT!Ref
Student Research Center
Taylor's Encyclopedia of Government Officials: Fed & State
Texas Reference Center
Twentieth Century American Poetry
Twentieth Century English Poetry
Vocation & Career Collection
Westlaw Campus
World Almanac
World Atlas
WorldCat
World History Collection

Newest Databases

Credo Reference is a great place to start your research with access to the world's best citable information, wherever you are. Credo has easy access to trusted content from over 70 of the world's leading academic publishers. It has powerful tools that help you answer questions or find

the perfect paper topic. Credo provides seamless linking to other valuable and trusted information sources to speed your research.

Learning Express Library Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

Lexis Nexis LexisNexis® is a leading global provider of content-enabled workflow solutions designed specifically for professionals in the legal, risk management, corporate, government, law enforcement, accounting, and academic markets. Across the globe, LexisNexis provides customers with access to billions of searchable documents and records from more than 45,000 legal, news and business sources.

Literature Criticism Online For students, researchers, history buffs and literature lovers, there's no better source to discover commentary on their favorite short stories and poems by the scholars of the day. Draw comparisons and see how classic works have fared over the centuries via this resource's easy-searching capabilities.

Oxford Art Online is an innovative gateway that offers users the ability to access and search the vast content of *Grove Art Online* and other Oxford art reference resources in one location. Oxford Art Online offers the most extensive and easily searchable online art resource available today, a virtual art reference library of unparalleled scope and depth.

Oxford Music Online is the gateway offering users the ability to access and cross-search multiple music reference resources in one location. With *Grove Music Online* as its cornerstone, Oxford Music Online also contains *The Oxford Companion to Music* (2002), which offers more than 8,000 articles on composers, performers, conductors, instruments and notation, forms and genres, and individual works; and *The Oxford Dictionary of Music*, 2nd edition (revised 2006), which supplements Grove's more extensive articles with content geared toward undergraduates and general users.

Library Staff

Kathy Fair, Director
903-983-8639

Gail Cerliano, Administrative Assistant
903-983-8238

Susan Wilson, Public Services Librarian
903-983-8239

Susan Black, Access Services Librarian
903-983-8236

Melanie Magness, Library Assistant
903-988-7419

Andy Tang, Systems Librarian
903-983-8240

Daniel Short, Technical Services Librarian
903-988-7441

Patty Waddell, Technical Services Assistant
903-988-3711

Tashauna Morris, BLC Coordinator
903-983-8235

Library Hours

Fall and Spring Semester
Monday-Thursday
7:30 a.m.-9:00 p.m.

Friday
7:30 a.m.-4:00 p.m.

Sunday
2:00 p.m.-5:00 p.m.

Summer Semester
Monday & Wednesday
7:00 a.m.-4:30 p.m.

Tuesday & Thursday
7:00 a.m.-8:00 p.m.

Friday
7:00 a.m.-4:00 p.m.

Between Semesters
Monday-Thursday
7:45 a.m.-4:30 p.m.

Friday
7:45 a.m.-4:00 p.m.