SERVICES

Reference Assistance
Requests for help may be made in person at the Information Desk, by telephone, mail, fax, or e-mail. A librarian can assist in locating and obtaining materials, as well as offering suggestions for course related research strategies. Call us at 360-475-7252, or email librarians@oc.ctc.edu.

Interlibrary Loans
During the research process you may find citations to interesting items in databases, the catalogs of other libraries, or in the bibliographies of books and articles. If these materials are not available at Haselwood Library or Kitsap Regional Library, we can borrow the items for you from other libraries. Interlibrary loans usually require a 10-day turn-around time. This service is available free of charge to all OC students, staff, and faculty, and all residents of Kitsap and Mason counties. Initiate your request at the Information Desk, or call us at 360-475-7252, or email librarians@oc.ctc.edu.

User Education
The Paul Allen Bibliographic Classroom is an integral part of the library’s instructional program, where students get hands-on research experience in a group setting. The 32-seat classroom functions as an additional computer lab when it is not being used for instruction. Many students also take advantage of our one-on-one instruction on resources and services. We also teach a 2-credit course, GS 110 Research in the Information Age. It is a transferable elective and is available as either an on-campus or online course.

Reserves
Hard copy materials reserved by instructors for specific classes are available in the Open Reserve area on the south side of the 2nd floor or in the Closed Reserve area behind the Circulation Desk. Electronic Reserves are accessed through the library’s online catalog by clicking on the “Course Reserve Search” tab.

Group Study Rooms
The library has 10 group study rooms accommodating from 2 to 16 people. These rooms are for group study, quiet study, and tutoring. Weekly sign up sheets are posted outside of each room on Sunday evening. Since they are often in high demand, please limit your use to 2 hours per day. The two largest rooms double as teleconferencing facilities, one of which may be reserved for group viewing.

Media Viewing
A viewing-listening lab for individuals, equipped with VCRs and CD and tape players, is available next to the Circulation Desk. Headphones may be obtained at the Circulation Desk. CDs and DVDs may also be viewed on half of the library computer lab computers.

Access for Disabled Persons
Upon request, library staff will assist with the retrieval of books and with the use of other resources. The viewing-listening lab is equipped with a Zoom Text video monitor and one reference area computer has a CCTV text enlarger. A wheelchair accessible electronic work station is available in the Paul Allen Bibliographic Classroom.

Copying
Two coin-operated copy machines are available next to the Circulation Desk.
Olympic College's Haselwood Library provides library and media services for students and staff. The library is also open to the public. Haselwood Library was designed by the architectural firm of Schreiber & Lane of Seattle, in conjunction with EHDD of San Francisco. The library portion of the building was completed in March 2000. It is 26,798 sq. ft., has a seating capacity of 323, and a collection size capacity of 60,000 titles. The 9840 sq. ft. media services portion of the building was completed in August 2000. It has a two-way interactive distance learning classroom, a client multimedia area, and a video studio. The library was named in honor of local benefactors Joanne and the late Chuck Haselwood.

**Library Website**
http://www.olympic.edu/CampusResources/Library

**Library Directory**

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<th>Service</th>
<th>Phone (360)</th>
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<tr>
<td>Circulation</td>
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<tr>
<td>Administration</td>
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**Borrowing Privileges**

All Olympic College students and staff, as well as residents of Kitsap or Mason counties, can use the library. To check out library materials present a valid driver's license, a Washington State I.D. card, or an Olympic College student I.D. card. Most materials check out for three weeks, with up to one renewal.

**Hours (Fall-Winter-Spring)**

**Monday – Thursday**
7:30 A.M. – 9 P.M.

**Friday**
7:30 A.M. – 5 P.M.

**Saturday**
10 A.M. – 4 P.M.

**Sunday**
12 – 6 P.M.

**Summer Hours (Mid-June - Mid-August)**

**Monday - Tuesday**
7:00 A.M. – 7:30 P.M.

**Wednesday - Thursday**
7:00 A.M. – 5:30 P.M.

**Friday - Saturday**
CLOSED

**Sunday**
12:00 – 6 P.M.

The library is closed during college breaks & holidays.

**Resources**

**Computers**
The library has 27 computers available for patrons in the reference area. 32 additional computers are available in the library classroom when it is not reserved for instruction. The library has 4 laptop computers available for checkout for library use only. OC’s wireless network is available in most of the building. Contact the library or e-mail librarians@oc.ctc.edu for eligibility requirements and instructions.

**Library Catalogs**

**OC Library Catalog** http://olympic.library.ctc.edu
Our catalog of over 55,000 books, 2,200 media titles, and close to 200 periodical titles in print format. The catalog also contains full-text access to 5000 e-books from NetLibrary.

**OCLC WorldCat** A collection of 82 million bibliographic records for materials cataloged by OCLC member libraries.

**Periodical Databases**

Databases can also be accessed remotely via the library’s Web page http://www.olympic.edu/CampusResources/Library. A password is required for off-campus access.

**ProQuest**
A periodical index with over 8,000 titles, more than half in full-text or full-image format.

**EbscoHost Academic Search Premiere & Health Source**
Indexes 5,500 periodicals, many in full-text, covering medicine, nursing, health, biology, and environmental sciences. The CINAHL nursing database adds an additional 500 titles.

**eLibrary**
Includes full text periodical articles, maps, pictures, and television and radio transcripts from 1900 sources.

**OCLC FirstSearch**
A family of twelve databases including ArticleFirst, ERIC, MEDLINE and government publications from the GPO.

**Other Content Databases**

**Print & Microfilm Periodicals**
Our print & microfilm periodicals collection includes almost 200 magazines, newspapers, and journals. Paper periodicals are located on open shelves in the basement and microfilm is located in a room next to the Information Desk.

**Vertical Files**
Pamphlets including government documents, maps and pictures are placed in folders and stored alphabetically by subjects in filing cabinets on the lower level. Back issues of newspapers are also available in this location.

**George W. Martin Collection**
Established in honor of a former Olympic College registrar and an inductee into the O.C. Hall of Fame, the Martin Collection contains materials on mountaineering and outdoor education. While worldwide in scope, its particular emphasis is on the Pacific Northwest. The Martin Room is located on the lower level.