



CFCC Library/Learning Resources
library.cf.edu

SERVICES FOR FACULTY at the CFCC LIBRARY



3001 S.W. College Rd
Ocala, FL 34474
352/854-2322
Library Circulation Desk
x1344 or x1544

LINCCWEB

ONLINE CATALOG

LINCCWeb (www.lincweb.org) gives you access to the CFCC online catalog, which lists all the materials on our campuses. To find information about the books and DVDs in our library:

- ◆ Go to **LINCCWeb**: www.lincweb.org
- ◆ Click **Search the Library Catalog**
- ◆ Change All Community Colleges to **Central Florida Community College**, then select the campus you want to search (the Appleton Museum, Citrus, or Ocala)
- ◆ Search by Keyword, Title, Author, or Subject
- ◆ The Format can be changed to limit the search to Audio/Visual, Books, or eBooks

The Catalog also provides access to 20,000 full-text electronic books (eBooks).

DATABASES

LINCCWeb also provides access to 90 periodical databases. Most of these provide the full-text of the majority of the indexed articles. To access these journal, magazine, and newspaper articles:

- ◆ Go to **LINCCWeb**
- ◆ Click **Search a Specific Database**
- ◆ Select **Central Florida Community College**, and enter your 9-digit **Borrower ID** (your social security number), and your **PIN** (last 4 digits of your social security number), and click **Submit**
- ◆ Select a topic area or click the Alphabetical button for the full list of available databases

CHECKING OUT MATERIALS

Faculty can check out up to 25 books at a time with their CFCC ID card. These books can be kept until the end of the semester in which they were checked out, although they can be recalled after 3 weeks if another borrower requests them.

Faculty can check out DVDs and videos for 3 weeks, and can renew those items for an additional 3 weeks. Faculty can also borrow print journals and magazines for 3 days.



QUESTIONS?

Call a CFCC Librarian!

352/854-2322

x1345

Or the CFCC Librarians
can be contacted by email
at:

library@cf.edu

Fall and Spring hours:

Mon-Thu 7:30 am-9 pm

Fri 7:30 am-4:30 pm

Sat 10 am-5 pm

Summer hours:

Mon-Thu 7:30 am-8 pm

For more information,
visit the CFCC Library
web page at

library.cf.edu

Online reference is also
available through **Ask-A-
Librarian** at

www.askalibrarian.org





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SERVICES FOR FACULTY at the CFCC LIBRARY

INTERLIBRARY LOAN

The LINCCWeb Catalog provides access to all the Florida community college library catalogs. Faculty can use LINCCWeb to request books from other libraries that are unavailable at CFCC:

- ◆ Go to **LINCCWeb**, then click on **Search the Library Catalog**
- ◆ Leave the location at the default **All Community Colleges** and enter your search terms
- ◆ For the desired book, click on the name of a community college
- ◆ On the page with the record for that item, click on Request
- ◆ Complete the three steps in the pop-up window:
 - Select **Central Florida Community College**
 - Type in your 9-digit **Borrower ID** (your social security number)
 - Type in your **PIN** (the last four digits of your Borrower ID), and click **Log On**
- ◆ Enter the date after which the book is no longer useful to you
- ◆ Select the Pickup location (Ocala or Citrus campus)
- ◆ Click the “I have read the above statement and agree to abide by its restrictions” box and click **Go**

You will be notified when your item has arrived. Faculty members can also use WorldCat, a LINCCWeb database, to request books not listed in LINCCWeb and to request copies of articles in periodicals not available at CFCC. For more information, go to library.cf.edu/ill.htm.

COLLECTION DEVELOPMENT

To ensure that the Library collections best serve CFCC needs, faculty are encouraged to actively participate in the selection of materials. Contact a Librarian if you would like to suggest materials for purchase.

LIBRARY INSTRUCTION

Faculty members are welcome to schedule a time to bring their classes to the Library for library instruction. The Librarians provide research instruction that is specific to each class and each assignment. Students will learn about library services, using the online catalog, and effectively searching the online databases. The Librarians also create Library Assignments specifically for each class, which they will grade and return to the faculty member.

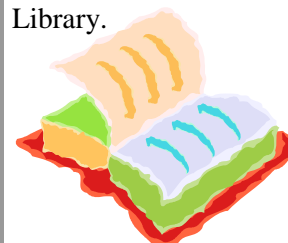
To schedule a library instruction session on the Ocala campus, contact Susan Bradshaw at bradshas@cf.edu or ext. 1342, or contact the Library Reference Desk at library@cf.edu or ext. 1345. To schedule a session on the Citrus campus, contact Edith Ramlow at ramlowe@cf.edu or ext. 6119.



RECIPROCAL BORROWING

CFCC participates in a Reciprocal Borrowing agreement with all Florida community colleges and state universities.

With proper identification, CFCC faculty can request library privileges from any of these institutions. Any items borrowed can be returned to the CFCC Library.



RESERVES

Faculty may place required readings or supplemental materials on reserve.

If you would like to place items on reserve, bring them to the Circulation Desk and a staff member will assist you with filling out the Reserve Request Form.