



NHTI Library Resource Guide

OVERVIEW OF THE LIBRARY

The NHTI Library provides members of the campus community with a variety of resources including a large collection of print materials and media. Patrons can access the on-line catalog and other electronic services from on and off campus. We are open days, evenings and weekends and have extended hours during exams. The Library also hosts cultural events and art exhibits on a regular basis. There is a computer lab for students and wireless internet access onsite. We also offer interlibrary loan services, reference and research help, and library instruction.

The Library has the following resources available:

- Books, both print & electronic (called eBooks)
- Newspapers and Journals (a.k.a. periodicals, serials, and magazines), both print and electronic
- DVDs and Videos
- CDs, Cassettes and Vinyl
- Access to online databases
- Regularly scheduled “Wings of Knowledge” lectures

Most of the Library’s materials are available to check out *except* the following:

- Newspapers and Journals
- Reference books (encyclopedias, dictionaries, etc.)
- Reserve books
- Materials in vertical files
- Music on vinyl
- Special collections (including NEARA and AIA New Hampshire)

Academic School Year Hours*

Monday – Thursday 7:30 AM – 9:00 PM

Friday 7:30 AM – 4:00 PM

Saturday 9:00 AM – 3:00 PM

Sunday Noon – 9:00 PM

*The Library observes Federal, State and College holidays and closing. Please call ahead to be sure that the building is open. Otherwise, check us out online at

www.nhti.edu/library

NHTI Library

31 College Drive Concord, NH 03301
Phone: 603-271-7186 Fax: 603-271-7189

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BROWSING FOR BOOKS

The materials in the Library are organized by Library of Congress Classification, which uses letters and numbers as a code for a subject. This code is referred to as the “call number.” The materials are shelved alphabetically and numerically according to the call number. Using the list below you can get a general idea of where a particular subject is on the shelves in the library.

Library of Congress Classification Schedules

A	General works, General Reference Books, Encyclopedias	Q	Sciences
B, BF, BJ	Philosophy, Psychology, Ethics	QA	Mathematics, Computer Science
C	Auxiliary Sciences of History: Archaeology, Heraldry, Genealogy	QB	Astronomy
D-DR	History: General and European	QC	Physics
DS-DX	History of Asia, Africa, Australia, New Zealand	QD	Chemistry
E-F	History of America (Western Hemisphere)	QM	Human Anatomy
G	Geography, Maps, Anthropology, Folklore, Recreation	QP	Physiology
GV	Recreation, Leisure	QR	Microbiology
H	Social Science: Statistics, Economics, Sociology	R	Medicine
HF – HG	Commerce, Finance	RA	Public Aspects of Medicine
HQ	Family, Marriage, Women	RC	Internal Medicine
HV	Social Pathology, Social & Public Welfare, Criminology	RG	Gynecology & Obstetrics
J	Political Science: Constitutional, Local Government, International	RJ	Pediatrics
K	Law	RK	Dentistry
L	Education	RM	Therapeutics & Pharmacology
LA	History of Education	RT	Nursing
LB	Theory & practice of Education	S	Agriculture: Forestry, Animal culture, Fish culture, Hunting
LC	Special Aspects of Education	SB	Plant Culture
M	Music and Books on Music	T	Technology
N	Fine Arts: Sculpture, Graphic arts, Painting, Decorative arts	TA	Engineering: General & Civil
NA	Architecture	TH	Building Construction
P-PA	Philology & Linguistics	TK	Electrical Engineering, Electronics, Nuclear Engineering
PN,PR,PS,PZ	General & Literature. English & American Literature, Fiction	TL	Motor Vehicles, Aeronautics, Astronautics
PQ	Romance Literatures	TR	Photography
		TS	Manufacturers
		U	Military Science
		V	Naval Science
		Z	Bibliography, Library Science

PRINT RESOURCES

- **How to Use the Library's Online Catalog**

To borrow materials from the Library, just stop by and set up an account with us. It's free and easy. Ask at the Circulation Desk and remember to bring your faculty/student ID.

To find out what the Library has in its collection:

1. Start at the Library homepage.*
2. Click **Library Catalog**.
3. The **Library Catalog** searches the collections of all seven CCSNH schools. To search the NHTI collection only, choose the **Concord** radio button under the search box.
4. Choose your search terms.
5. Click the Search Button. Your results will be displayed in alphabetical order by title.
6. Materials in our collection are arranged according to the Library of Congress (LC) Classification system. Therefore materials of similar subject matter will be grouped together on the shelves. (See **How to Browse for Books** on page 2.)

- **How to Use Interlibrary Loan**

The Interlibrary Loan Service (a.k.a. ILL) allows you to request books, articles and media from other libraries. You must be registered with the Library and be in good standing in order to use ILL. **It usually takes 3-4 weeks to get the requested item**, although some articles can be located within 24 hours.

There are two ways to request books and articles from other libraries:

1. Stop by and fill out a hard copy ILL Request form (see sample form above) at the Library. *OR*
2. Submit your request electronically. Click on >Interlibrary Loan on the Library homepage*. Complete the electronic Interlibrary Loan and Request form and click "Submit Form."

- **How to Find a Magazine/Journal /Periodical using the UNION LIST OF PERIODICALS**

Organized by periodical title and by college, the Union List of Periodicals is a list of all the periodicals held in the collections of the seven NH Community Colleges. The list will tell you which colleges hold the periodicals you are seeking so that you can complete an ILL request or go to that college and make copies of the articles.

It's easy to access the Union List of Periodicals. On the Library homepage,* click on **Union List of Periodicals**.

NOTE: You can browse current or archived magazines, but you cannot take them out of the Library. A copier and scanner are available for patron use.

ELECTRONIC RESOURCES

NOTE: Except where specified, resources in this guide should be accessed through the Library homepage because that is how your log-in is authenticated by the network server. By-passing the Library homepage by bookmarking the URL of the individual database (e.g. bookmarking the EbscoHost URL) will result in access difficulties. Bookmark the Library homepage* and access databases from there.

- E-Books

eBooks on EBSCOhost® is an online collection of ebooks. Search by topic or title and view the full text of digital books. Create notes, download to portable devices, save, cite and email options available.

EBRARY Ebrary is an online e-book database listed on the Library's homepage* under databases. The ebrary collection contains thousands of books that can be accessed off campus 24/7 using the log in instructions below.

- E-Journals

From the library homepage*, select **E-Journals**. This brings you to a list of journals made available to students by faculty request. Most do not require a password with the exception of the following:

- **PC Magazine:** Follow the directions to set up your own free account for access.

- E-Reference Books

From the Library homepage* select **Databases**.

- **Gale Virtual Reference.** Provides online access to a *large* collection of reference books. Enter **conc90075** for Password.
- **Credo Reference** is a reference collection including encyclopedias, reference books and full-text books.

- Integrated Searching

- **INTEGRATED SEARCHING** allows you to search the Library's collection, databases, and e-books simultaneously.

Search instructions for Integrated Search:

1. From the databases page choose "Integrated Search" under the EBSCO heading.
2. Check the box next to "select/delete all." Press continue.
3. Enter in the keyword(s) that you wish to search for. The search tool will search through the Library's collection, databases, and e-books to find relevant materials.
4. Once you have entered your search terms and set the limits, click on the Search button.
5. Once inside the search page, you will notice that on the left you can narrow your search terms simply by choosing one of the blue hyper links.

Logging in to Electronic Resources Off Campus:

Students:

If your email address is **jdoe123@students.ccsnh.edu**
Then your username is **jdoe123**

Faculty and Staff:

If your email address is **jdoe@ccsnh.edu**
Then your username is **jdoe**

In both cases your password is your email password.

- Article Databases

- **EBSCOhost** Includes over **30** databases with more than 100,000 titles updated daily.

Search instructions for EBSCOhost:

1. From the Library homepage* click on **Databases**. Choose **Services Menu** under **EBSCO**.
2. On the **EBSCOhost** page, click on “EBSCOhost Web (ALL Databases).”
3. The next page will be a list of the specific databases. Read the descriptions of each database to see what subjects it includes. Select each database you want searched, and then click the “Continue” button at the top left.
4. Enter in the keyword(s) that you wish to search for and click the Search button.
5. Once inside the search page, you will notice on the left you can narrow your search terms simply by choosing one of the blue hyper links.
6. Create your personal MyEBSCOhost account to save and organize your research with folders, save preferences, save and retrieve search history.

- **ProQuest** provides access to almost 10,000 periodicals, newspapers and dissertations in science, humanities, social sciences, technology and medicine. ProQuest’s digital newspaper archive is the largest in the world.

Instructions for accessing and searching ProQuest:

1. From the Library homepage* click on **Databases**. Choose **ProQuest**.
2. Searching: Enter your keywords into the basic search interface to search all content in all disciplines. Use the advanced search interface to narrow your search to specific publication dates, journals, authors, etc.
3. The **My Research** feature lets you save documents you find useful and view details from your searches during your ProQuest session. You can then print a bibliography and email or export several documents at once.

- **JSTOR** contains digitized back runs of over 600 core scholarly journals, encyclopedias and handbooks.

Instructions for accessing and searching JSTOR:

1. From the Library homepage* click on **Databases**. Choose **JSTOR**.
2. Searching: Enter your keywords into the basic search interface to search all content in all disciplines. Use the advanced search interface to narrow your search to specific publication dates, journals, authors, etc.
3. Browsing: Find journal issues and articles by clicking on “Browse,” and then the name, volume and issue of the journal that most interests you.
4. Printing: The default option for printing is PDF High Quality, which requires Adobe Acrobat. There are several other print options available.
5. Persistent Links: All articles have a stable or persistent URL. You can copy and paste the URL of an article into emails, presentations, websites, etc. The URL will not change over time.

- Research Guides

On the Library homepage* click on **Research Guides**. This list of *subject specific* guides covers all the major subject areas taught at NHTI. Each guide includes a list of new books, magazines, multimedia materials, electronic journals and free internet resources.

- Writing Guides

APA HANDBOOK is found under **Databases**. This is a link to the NHTI English Department's APA Research Handbook. Download it and save it to your computer desktop for handy reference.

OWL—WRITING GUIDES, RESOURCES, AND APA AND MLA DOCUMENTATION is under **Databases**. The Purdue University **Online Writing Lab** provides extensive material on literary analysis and criticism, academic writing, creative writing, professional, and job search writing, and resources for ESOL students. Includes citation and style guides for APA, MLA, ASA, and Chicago. Can be accessed both on-campus and off-campus.

LITERATURE AND WRITING: WEB RESOURCES is found under **Databases**. These resources include *literature links* by author, genre, and historical period, and *guides to writing* that include how to get started, develop a thesis, reach conclusions, and revise to produce a final draft.

- Additional Research Tools The following are available under Databases, Additional Databases, and E-Journals.

AMERICA'S HISTORICAL NEWSPAPERS allows users to search hundreds of U.S. historical newspapers published between 1690 and 1922, including titles from all 50 states. Find news articles covering topics in American history including government, politics, social issues, culture, discoveries, and inventions from hundreds of primary sources. Search using either the timeline or topic search to easily find news and eyewitness accounts and pro/con articles of events, issues and daily life.

ART MUSEUM IMAGE DATABASE Culturally and historically diverse fine art image collection from major museums around the world. Includes multimedia files. Images right-cleared for educational use. ID: AZR22, Password: INNH230481

BLACKBOARD (Bb) is the online teaching software used by many faculty and staff members. The direct URL address is ccsnh.blackboard.com or it can be accessed by going to www.nhti.edu and clicking on the Blackboard link. For help contact NHTI computer services at 271-6847.

BRAINTRACK COLLEGE AND UNIVERSITY DIRECTORY Provides a complete directory of colleges and universities in the United States.

CAREER LIBRARY This resource features Industry Career Guides, Career Profiles, Job Application and Interview Advice and much more. Can be accessed from the Library homepage ON CAMPUS ONLY.

COLLEGE BOARD CONNECTION (Look under E-JOURNALS): Provides online information for college planning, SAT preparation and registration, and career planning. Information is available on more than 3,800 colleges and universities.

COLUMBIA GRANGER'S POETRY DATABASE Access to over 219,000 full-text poems and 425,000 citations. This database also includes commentaries, biographies, bibliographic information, and a glossary. Access the database from the EBSCOhost services menu.

CONCORD MONITOR is available online via the E-Journals link on the Library homepage.

CRIMINAL JUSTICE ABSTRACTS WITH FULL TEXT™ Subject areas covered include: criminology; criminal justice; criminal law and procedure; corrections and prisons; police and policing; criminal investigation; forensic sciences and investigation; history of crime; substance abuse and addiction; probation and parole.

DATAMONITOR 360 provides original industry, company, market analysis, and country reports and data based on published research and primary and secondary data sources.

FAULKNER ADVISORY ON INFO TECH STUDIES Access to expert IT, security, and communication management reports.

FINDLAW CONSTITUTIONAL LAW CENTER Helps consumers, students, and legal professionals stay informed about US Supreme Court cases and decisions. Link to a consumer site provides answers to everyday legal questions.

HISTORIC MAP WORKS Search thousands of high quality, digital images of historic maps, and illustrations. Collection includes municipal and social directories.

HISTORY REFERENCE CENTER offers full text from more than 1,620 reference books, encyclopedias and non-fiction books, cover to cover full text for more than 150 leading history periodicals, nearly 57,000 historical documents, more than 78,000 biographies of historical figures, more than 113,000 historical photos and maps, and more than 80 hours of historical video. Located in the EBSCOhost Services Menu.

HUMANITIES ONLINE Extensive collection of links to online resources in the humanities including anthropology, art & architecture, classics, mythology, theater, drama, film, history, languages, literature, music, dance, and philosophy.

LEARNING EXPRESS TUTORIALS Online tutorials in *all* NHTI skill-areas. Includes assessment, skill-building, and test preparation. Learning Express provides professional hand scoring of writing and provides targeted direction for further study. Test preparation for GED, AP, SAT, ACT, GRE, GMAT, MCAT, civil service, and professional licensing exams. Extensive collection of study guides and test preparation practice books for professional licensing/certification. **Nursing students:** Learning Express includes practice tests for *entrance* to nursing school and for *licensing* (RN, LNA, and Nurse Aid). Available 24/7 from anywhere. Requires easy account setup. Contact your instructor or Library for assistance.

LEXI-COMP ONLINE

- Lexi-Comp **Dentistry** includes reference texts, color photos, and radiographs.
- Lexi-Comp **Nursing** includes drug information, dosage calculation, and resources for patient education.

LEXIS ACADEMIC Access to 6,000 news, business and legal publications. Includes backfiles, up-to-the-minute stories in national, regional, and international newspapers, wire services, and broadcast transcripts.

LIBRARY OF CONGRESS Access to the world's largest collection of books, recordings, photographs, maps and manuscripts. Extensive collection of virtual reference books, webcasts, and special collections. Includes information on the preservation of print, sound, and image media.

LITERATURE ONLINE (LION) Includes an online library with over 350,000 literary works, access to 330 literary journals, author biographies, and thirty-eight Shakespeare plays in audio. LION can be searched by author or literary work and provides access to literary criticism. The My Archive feature allows users to create an account and save searches, receive the *Literature Online* newsletter, and receive e-mail alerts.

MEDLINEPLUS From the National Library of Medicine, this website includes information on over 700 diseases and conditions as well as a medical encyclopedia and dictionary.

NH STATE LIBRARY Resources for genealogy, NH history, family resources, state and federal documents, NH newspapers, talking books, and links to related sites. Includes NHU-PAC, the catalog of holdings of 375 public, school, academic and special libraries in NH.

OXFORD ENGLISH DICTIONARY Offers online access to the premier English language dictionary. Entries include definitions, pronunciation, and word histories.

POINTS OF VIEW This database provides full text articles on both sides of many contemporary issues. On the databases page select Services Menu, listed under Ebsco Host. Scroll down and select the Points of View link.

PSYCHIATRY ONLINE access to the DSM® Library including DSM-IV-TR® and the *American Journal of Psychiatry*.

PUBMED comprises more than 20 million citations for biomedical literature from MEDLINE, life science journals, and online books.

REFERENCE QUESTIONS Your reference questions can be submitted to an NHTI reference librarian online. To expedite helpful responses, submit questions that are as specific (narrowed down) as possible and written in whole sentences.

SALEM PRESS HISTORY is a robust online database that includes the complete content of printed reference sets.

SALEM PRESS LITERATURE E-book database that provides access to literature reference books, including author biographies and criticism.

SCIENCE REFERENCE CENTER provides access to e-books, encyclopedias, images, videos, science experiments, state-specific curriculum standards, and education journals and magazines.

SHMOOP is a site created by and for lovers of literature to help students understand and write about novels, poetry and history. Features summaries, analyses, images and writing aids directly related to thousands of titles.

STAT!Ref provides access to cross-searchable, full text reference works in nursing and allied health.

- **STAT! Anatomy:** 3D human anatomy models allowing users to zoom, rotate and peel-away layers.
- **STAT!Ref RN:** Diagnosis and treatment, pharmacology, nutrition, leadership, ethics, NCLEX test preparation.
- **STAT!Ref Advanced:** Nursing specialties, dental assisting, family health, cultural diversity, etc.

STATE OF NH GOVERNMENT ONLINE The official website of NH State Government provides information about each branch of state government and about individual state agencies. State statutes, administrative rules and agency policies are available.

U.S. NATIONAL LIBRARY OF MEDICINE is the world's largest medical library and contains information in all areas of biomedicine and healthcare.

Where to go for help

There are several ways you can ask for help:

1. Stop by the circulation desk or the reference desk during regular business hours.
2. Email your questions to the Reference Librarian at nhtireference@ccsnh.edu
3. Fill out a request form at www.nhti.edu/library/reference.html

Staff List

Department	Name	Phone Number
Director	Stephen Ambra	271-7185
Assistant Director	Anne Wirkkala	271-7720
Reference	Sarah Hébert	271-7219
	Carol Nelson	271-7186
	Christine Wanta	271-7186
Serials & Archives	Rachel Catano	271-7186
	Joyce Verdone	271-7188
Circulation	Claudette Welch	271-7187
	Charlotte Green	271-7186
	Nate Clasby	271-7186
	John Dennett	271-7186
	Elisabeth Jewell	271-7186
	Kyle Mitchell	271-7186
	Stephanie Weinert	271-7186

Everyone is here to help you succeed, so please feel free to contact us if you have any questions!

www.nhti.edu/library