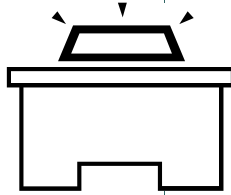


***FIND ANSWERS  
AND WHAT YOU  
NEED AT THE  
DESK...***



**The Circulation Desk**

Some people call it the Checkout Desk because here you can check out books and other materials. You must have an ACC identification card to check out books. The borrowing period is two weeks for books, with two renewals if no one else is waiting. You can also return your books here at the book return (or at the outside book returns). Reserve material is available at the Circulation Desk.

**The Reference Desk**

This is the Information Desk. If you have questions, we'll have answers. You can also call the Reference Desk and talk to the reference librarian at 303-797-5986. You can even e-mail reference questions at [ed.sadowski@arapahoe.edu](mailto:ed.sadowski@arapahoe.edu).

**The Periodicals Desk**

You can obtain previous issues of periodicals (magazines, journals, and newspapers) here for a couple hours' use in the Library.

**Arapahoe Community College Library**

5900 South Santa Fe Drive,  
PO BOX 9002  
Littleton, CO 80160-9002

Phone  
303-797-5726

**Hours**

Fall and Spring Semesters:

Monday–Thursday:  
7:45 a.m.–9 p.m.  
Friday: 7:45 a.m.–5 p.m.  
Saturday: 9 a.m.–1 p.m.  
Sundays & Holidays: Closed

Summer Semester:

Monday–Thursday  
8 a.m.–8 p.m.  
Friday 8 a.m.–5 p.m.  
Saturday: Closed  
Sundays & Holidays: Closed

**A r a p a h o e  
C o m m u n i t y  
C o l l e g e**

text and design by Ed Sadowski, 6-02

**A r a p a h o e  
C o m m u n i t y  
C o l l e g e**

**How to find  
things at the  
library**



Circulation Desk 303-797-5726  
Reference Desk 303-797-5986  
e-mail [ed.sadowski@arapahoe.edu](mailto:ed.sadowski@arapahoe.edu)

**Arapahoe Community College Library**



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## LOOK IT UP ON THE ONLINE CATALOG...



The Online Public Access Catalogs (OPACs) are the electronic version of the defunct card catalogs. From these computer terminals you can access the ACC Library catalog as well as the catalogs of other libraries to find the books and periodical articles you need. Search by author, title, or subject. As an ACC Library cardholder you also have access to netLibrary, which is a subscription collection of eBooks (electronic books) on the Internet.

These catalogs and many of the periodical databases are also accessible from your home computer. Passwords to use the periodical databases are available at the Reference Desk.

Here are the URLs to access the ACC Library catalog and subscription databases—  
ACC CARLWeb catalog:

<http://accl.carl.org>

Periodical databases (from the Library):

[www.arapahoe.edu/custom/LibraryDatabases.html](http://www.arapahoe.edu/custom/LibraryDatabases.html)

Periodical databases from home

(with usernames and passwords obtainable from the Library):

[www.arapahoe.edu/articles/topic.html?cid=81](http://www.arapahoe.edu/articles/topic.html?cid=81)

The Library home page from the ACC home page:

[www.arapahoe.edu](http://www.arapahoe.edu)

click Current Students, then Library.

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## PERIODICALS (MAGAZINES, JOURNALS, NEWSPAPERS)



You can obtain previous issues of periodicals from the Periodicals Desk for a couple of hours' use in the Library.

The ACC library has over 300 periodicals. In addition to the previous issues available, current issues are accessible on the set of shelves on the left just past the Periodicals Desk.

Some older periodicals (such as *The Denver Post* and *The New York Times*) are available on microfilm and microfiche around the corner (to the left) from the Periodicals Desk. Cabinets with microfilm and fiche, as well as film/fiche readers and photocopiers are located in this area.

Many periodicals are also located online on the ACC Library databases page. Complete information on what periodicals are available at ACC is found in the Periodicals List, available at the Reference Desk. (Of course, you can also access periodical articles online from ACC library computers as well as your home computer.)

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## THE REFERENCE COLLECTION...



Library materials are categorized two ways: reference and circulating. Reference materials do not circulate (check out).

The reference collection is found on the second floor on the low shelves and first tall shelves facing the Reference Desk, as well as in the law area, around the corner from the Periodicals Desk. The rest of the second floor and the entire first floor contains the circulating collection. ACC Library uses the Library of Congress (LC) classification system, consisting of a pair of letters followed by numbers. Each book has a unique LC call number, which is identified in the listings in the computer catalog.

Reference materials answer reference questions, which may include brief facts: names, dates, statistics, etc. Reference materials answer factual questions about Who, What, When, Where, Why, and How. Reference materials include encyclopedias, dictionaries, almanacs, manuals, and handbooks. They may provide indirect answers by pointing you to other resources. Reference materials also are useful as starting points for ideas for research papers, providing background, overviews, and aspects of topics.

