

# **Library Services at Gaston T. Gooch Library, Navarro College**

## **Orientations**

If your students will be using the library for research projects, we strongly urge you to contact us in order to schedule a library orientation for you classes. Formal orientations are the best way we have of equipping students to use the library's resources efficiently. The orientation covers several important topics:

- How to access and search the library's online periodicals databases.
- How to search the online catalog for books and audio recordings.
- How to request items from the main library.
- How to initiate and interlibrary loan request.

## **Intercampus Loan**

We encourage faculty and staff to make full use of the main library's collection of books, periodicals, government documents, videos, and audio recordings. The online catalog allows library patrons to search the holdings of all three campus libraries. Our periodicals holdings are not included in the online catalog, but a list of the magazines and journals to which we currently subscribe is available in the library. A list of titles in the video collection is also available (check individual records in the online catalog for more complete information).

To request books or articles, fill out one of the request forms located near the online catalog and

- 1) send the form to the main library or
- 2) send us an e-mail message containing the information on the form or
- 3) telephone the main library with your request.

Request videos (faculty and staff only) or audio recordings by telephone or e-mail. Specify the title and call number of the item, and let us know how long you wish to keep it.

## Interlibrary Loan

Through interlibrary loan Navarro College has access to the holdings of many academic and public libraries in our region. This service is offered to faculty, staff, and students. To initiate an interlibrary loan request, you must obtain a request form from the library, and fill it out completely. Incomplete forms cannot be processed. We strongly urge you to attach a copy of the bibliographic citation that is the source of your information about the item. This helps prevent errors which can result in unfilled requests.

## General Assistance

If you would like to request that specific items be added to the collection, if you would like to discuss any issue related to library services, or if you have questions regarding library procedures and/or holdings, *please contact us directly*.

### Contact Personnel at Gaston T. Gooch Library

(903) 875-7442

If you need to discuss administrative issues related to the library, contact Dr. Darrell Beauchamp, Dean of Learning Resources and Special Collections: ext. 7441 ([darrell.beauchamp@navarrocollege.edu](mailto:darrell.beauchamp@navarrocollege.edu))

If you have questions about the library's special collections (Pearce Civil War Documents Collection, Pearce Western Art Collection, Robert S. Reading Arrowhead and Indian Artifact Collection. Samuels Hobbit Collection), contact Julie Holcomb, Archivist: ext 7438 ([julie.holcomb@navarrocollege.edu](mailto:julie.holcomb@navarrocollege.edu)) or Dr. Beauchamp.

If you have questions regarding the periodicals collection, the online databases, or library service at the Mexia and Waxahachie campuses, contact Susan Humphrey, Librarian: ext 7452 ([susan.humphrey@navarrocollege.edu](mailto:susan.humphrey@navarrocollege.edu)) .

If you wish to request items through intercampus or interlibrary loan, to schedule library orientations, or to suggest items for the collection, contact Tim Kevil, Librarian/Assistant Director: ext 7443 ([tim.kevil@navarrocollege.edu](mailto:tim.kevil@navarrocollege.edu)) .

