

A Guide to Library Resources

There are many resources available in and through the library that go beyond checking out books. This guide will explain what is available to you in the library and through the library's website.

In the Library

Like in any other library, the Rocky library has a diverse book collection that can be checked out, but there are other materials that students can check out, as well, at no charge, which can be found through the library [catalog](#). These include periodicals, both scholarly journals and entertainment magazines such as Rolling Stone; DVDs; CDs; audiobooks; and technology including projectors, laptops, and tablets such as an iPad, Nook, and Kindle Fire.

Often professors will tell you that a required reading is available on reserve at the library. These are articles, books, or occasionally other materials that the professor has asked us to keep behind the circulation desk for easy access. Many of them check out for only two hours and cannot leave the library, but there are exceptions to this. To find an item your professor has put on reserve, go to the [Reserves page](#) on the library website and look up your class by the professor's last name. Items on reserve are listed in blue under the name of the class; note the RES number and ask for it at the circulation desk. There is also a computer at the circulation desk set to this page, so you can come in and look for your reserve there.

There are desktop computers available in the library for student use, and free black and white printing. Color printing costs 30 cents per page. There is a photocopier that makes black and white photocopies for 10 cents a page and color copies for 30 cents a page; it can also scan pages and email them to you at no charge.

Two rooms in the lower level of the library each have a VCR and a DVD player that students can come in and watch videos on; all of the computers, both the desktops in the library and the laptops that can be checked out, also have DVD players, and if you do not have headphones with you these can be checked out at the circulation desk.

If you are having difficulty in your classes, tutoring is available in the library in most subjects; check the library website for the current semester's tutoring hours.

The library is also home to the Heritage Archives, the archives of the college from its Montana College days to the present. While the archives aren't open for browsing, you can make an appointment to look at something in the archives or, if you have a question or research paper about the history of the college, the librarians will be happy to find information for you in the archives. More information about the archives and archival collections can be found [online](#), as well as links to useful off-campus resources for local history.

Through the Library's Website

If you are looking for a book, journal article, DVD, CD, or audiobook that isn't available in the Rocky library, you can request it through [interlibrary loan](#), a link to which is on the main page of the library's website, and we will get the item for you from another library. You can request as many interlibrary loan

items as you wish, and it is almost always free – if not, you will receive an emailing asking if you want to pay for the item before it is ordered for you. Physical materials can take up to two weeks to receive through the mail; journal articles, which can also be requested through the EBSCOhost periodical databases, usually only take a few days. You'll receive an email when the item comes in; if you requested an article it will be attached to the email; if you requested a physical item the email will tell you that it has arrived and is waiting for you at the front desk.

As mentioned, the library website offers access to [periodical databases](#) that the library has subscribed to, where you can find articles from scholarly journals, newspapers, and general-interest magazines; please see the guide [How to Use the EBSCOhost Periodical Databases](#) for help using these databases. Though that guide focuses on EBSCOhost databases, most databases work on the same principles. The databases page also has links to open access journals, which are free journals, often peer-reviewed, that also provide excellent articles for research; to Google Scholar, which searches across the web for journal articles; and to citation guides to help you format your paper according to the style your professor has required.

To access the subscription databases off campus, the website provides the usernames and passwords for the databases through the [Remote Access](#) page; you will need your Rocky username and password to access these.

If you have a suggestion for an item you think the library should purchase and add to the collection, there is a [Library Purchasing Requests](#) form on the library website. Though we do not guarantee that we will purchase something that has been requested, we do seriously consider each suggestion.

The [Reference Materials](#) page offers links to websites on a variety of subjects that relate to Rocky classes. On the library website you will also find a page called [Other Resources](#) – here you can find links to other libraries, newspaper websites, and several search engines.

The library is a great place to find information in all sorts of formats, and the staff is always happy to help. If you have any questions, please don't hesitate to contact us by phone at 406.657.1087 or by email at ill@rocky.edu.