**Agricultural Technology Program**

The following is an overview of information relevant to the Agricultural Technology Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“American farmers, ranchers, and agricultural managers direct the activities of one of the world’s largest and most productive agricultural sectors. They produce enough food and fiber to meet the needs of the United States and produce a surplus for export.

“Responsibilities of farmers and ranchers range from caring for livestock, to operating machinery, to maintain equipment and facilities. They keep records for management and tax purposes, service machinery, maintain buildings, and grow vegetables and raise animals.

“Agricultural Managers manage the day-to-day activities of one or more farms, ranches, nurseries, timber tracts, greenhouses, and other agricultural establishments for farmers, absentee landowners, or corporations. Their duties and responsibilities vary widely, but are concentrated on the business aspects of running a farm. In some cases, managers may establish output goals; determine financial constraints; monitor production and marketing; hire, assign, and supervise workers; determine crop transportation and storage requirements; and oversee maintenance of the property and equipment.” (*Occupational Outlook Handbook*, 2006-07 ed., pages 36-37)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can perform a basic search by typing in key words, such as “farming” or “harvesting” or “mowing machines.” Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “HD” or “S.” If you want to browse the shelves in the reference collection or in the circulating collection located on the second floor, both the “HD” and the "S" sections would be a good places to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or on the Internet. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is also available.

**Finding Books**

To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training eCommunity.” To enroll in the “Information Literacy Training eCommunity” please follow these instructions.

**Subject Headings** are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Agricultural Technology Program are:

- Agricultural Biotechnology
- Agriculture – Statistics
- Agricultural Chemicals
- Agricultural Conservation
Agricultural Diversification
Agricultural Ecology
Agricultural Economics
Agricultural Machinery
Agricultural Wastes
Drainage
Farm Equipment
Farm Tractors
Farmers
Farms
Fertilizers
Harvesting
Mowing Machines
Pesticides
Spraying Equipment
Tillage

Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- *The Merck Veterinary Manual*, REF SF 745 .M4
- *Every Manager’s Desk Reference*, REF HD 38.15 .E94

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Agricultural Technology Program:

- *Belts and Chains*, S 675.5 .B45
- *Electrical Systems*, TK 4055 .E43
- *Fuels, lubricants, coolants, and filters*, TJ 789 .R84
- *Managing Price Risk in Ag Commodity Markets*, HD 1437 .P87
- *Managing Risk Through Crop Insurance*, HG 9968 .E38
- *Food and the Mid-Level Farm: Renewing an Agriculture of the Middle*, HD 1476 .U6 F66

In addition to those books, audiovisual resources and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the
Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Electronic Books**

Electronic books supporting the Agricultural Technology Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some agricultural related titles include:

- *Careers in Farming, Agriculture, Agribusiness*, S 494.5 .A4 C26
- *Coping with Risk in Agriculture*, S 561 .H2335
- *Good Growing: Why Organic Farming Works*, S 605.5 D87
- *Micronutrients deficiency in soils and plants*, S 592.6 .T7

**Finding Periodical Articles**

Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, or review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**

The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Agricultural Technology Program:

- *Farm Journal*
- *Progressive Farmer*

**Online Databases**

Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases, click on “Publication Search”). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.
Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

**EBSCO**
- Academic Search Premier
- Agricola
- BusinessSource Premier
- GreenFILE
- MasterFile Premier
- Regional Business News
- eBook Collection
- eBook Academic Collection

**Gale**
- Agriculture Collection
- Environmental Studies and Policy
- Academic OneFile
- Small Business Collection
- Vocations and Careers Collection

**ProQuest**
- Alt-Press Watch
- Career and Technical Education

**Audio Visual Materials**
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Agricultural Technology Program:

- Alternative Agriculture, AV (DVD) HD 1761 .A27
- Kentucky Hunter Education, AV (VHS) SK 40 .K37
- The Properties of Soil, AV (VHS) S 592.3 .P76
- Being Your Own Boss, AV (VHS) HD 8036 .B45

**Internet Web Sites**
Internet sites can be very useful and informative. Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new web address for the organization.

**AgricultureOnline**
Created by the editors of Successful Farming magazine, this site features agricultural news, discussions, and other related information.
**Agricultural Research Service**
ARS conducts research to develop and transfer solutions to agricultural problems of high national priority and provide information access and dissemination to: ensure high-quality, safe food, and other agricultural products; assess the nutritional needs of Americans; sustain a competitive agricultural economy; enhance the natural resource base and the environment; and provide economic opportunities for rural citizens, communities, and society as a whole.

**Farm Bureau**
An independent, non-governmental, voluntary organization governed by and representing farm and ranch families united for the purpose of analyzing their problems and formulating action to achieve educational improvement, economic opportunity and social advancement and, thereby, to promote the national well-being. Farm Bureau is local, county, state, national and international in its scope and influence and is non-partisan, non-sectarian and non-secret in character. Farm Bureau calls itself the voice of agricultural producers at all levels.

**PrecisionAg**
An independent global forum dedicated to the sharing of precision agriculture practices, ideas, research, products, services and success stories.

**National Farmers Union**
Mission statement: “to protect and enhance the economic well-being and quality of life for family farmers and ranchers and their rural communities. We believe that consumers and producers can work together to promote a quality domestic supply of safe food.”

**United States Department of Agriculture**
The United States Department of Agriculture (USDA) is a Cabinet department of the United States government. Its purpose is to develop and execute policy on farming and food. It aims to meet the needs of farmers and ranchers throughout America, promote agricultural trade and production, work to assure food safety, protect natural resources, foster strong rural communities, and fight hunger in America and abroad. (From www.knowledgerush.com)
Business Technology Program
The following is an overview of information relevant to the Business Information Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can perform a basic search by typing in key words, such as "business" or “management” or “economics.” Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “HD” or “HF.” You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is also available.

Finding Books
To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are available through Blackboard in the “Information Literacy Training” eCommunity. For more information on this, ask a member of the library staff for assistance. To enroll in the eCommunity, please follow these instructions.

Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings particularly useful for students in the Business Technology Program are:

- Accounting
- Advertising
- Bookkeeping
- Business
- Business Communication
- Business Law
- Business Writing
- Commerce
- Customer Relations
- Economics
- Interpersonal Communication
- Management
- Mass Media and Business
- Organization Charts
- Profit
- Proposal Writing in Business
- Selling
- Small Business
- Success in Business
- Trade
**Reference Books**
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you may find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- *Statistical Abstract of the United States*, REF HA 202 N3

**Books That Can Be Checked Out (Circulating Books)**
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Business Technology Program.

- *Thinking for a Living: How to get Better Performance and Results from Knowledge Workers*, HD 8039 .K59 D38
- *Unofficial Guide to Starting a Small Business*, HD 62.5 .T873
- *Portable MBA in Entrepreneurship*, HD 62.5 .B94

In addition to those books, audiovisual resources and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.
For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insures that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Electronic Books**
Electronic books supporting Business Technology Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some business titles include:

- *The elements of small business a lay person's guide to the financial terms, marketing concepts and legal forms that every entrepreneur needs*
- *Managing business risk an organization-wide approach to risk management*
- *The 30 day MBA in business finance your fast track guide to business success*
- *Leverage: How to Get It and How to Keep It in Any Negotiation*
- *7 lessons for leading in crisis*
- *Accounting and control for sustainability*
- *Basic statistics understanding conventional methods and modern insights*

**Finding Periodical Articles**
Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**
The current issues of periodicals are available in hardcopy format on the library's first floor.

**Online Databases**
Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases, click on “Publication Search”). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.
Audio-Visual Materials

Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Business Technology program.

- Stress Management, AV (DVD) HF 5718 .B37
- Communication Skills, AV (DVD) HF 5718 .B37
- Conflict Resolution and Etiquette, AV (DVD) HF 5718 .B37
- Problem Solving, AV (DVD) HF 5718 .B37

The library also subscribes to Films on Demand, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Business and Economics collection which may be helpful to those in the business technology program:

- Financial Reporting for Business
- Assets and Payroll
- Big Brother, Big Business: The Data-Mining and Surveillance Industries
- Personal Finance
- Outsourcing: White Collar Exodus
- Employer/Employee Rights and Responsibilities
**Internet Web Sites**

Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new address for the organization.

**Bankrate.com**
Find comparative information on a variety of financial products; information gathered from survey of approximately 4,800 financial institutions.

**Bloomberg BusinessWeek**
Online version of Bloomberg BusinessWeek magazine.

**Entrepreneur**
Online version of Entrepreneur magazine.

**FindLaw for Small Business**
Provides information about starting and running a business as well as state-specific resources.

**Free Management Library**
A large collection of articles on topics related to management.

**IRS: Tax Information for Businesses**
A variety of news and information from the Internal Revenue Service.

**Inc. Magazine**
An online business magazine that offers articles and guides on various topics.

**Occupational Safety and Health Administration**
OSHA is part of the U.S. Department of Labor.

**United States Small Business Administration**
An independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. Provides links to tools, assistance sources, planning information, and local resources. Includes a search feature.

**Small Business Development Center National Information Clearinghouse**
SBDCNET serves as a resource providing timely, relevant research, web-based information, and training to SBDC counselors and their small business clients.

**Better Business Bureau**
The Better Business Bureau (BBB) system in the U.S. extends across the nation; coast-to-coast, and in Hawaii, Alaska, and Puerto Rico. Since the founding of the first BBB in 1912, the BBB system has proven that the majority of marketplace problems can be solved fairly through the use of voluntary self-regulation and consumer education. The BBB’s Core Services include: Business Reliability Reports, Dispute Resolution, Truth-in-Advertising, Consumer and Business Education, and Charity Review.

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Medical Laboratory Technician Program

The following is an overview of information relevant to the Medical Laboratory Technician Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“Medical laboratory testing plays a crucial role in the detection, diagnosis, and treatment of disease… Medical laboratory personnel examine and analyze body fluids, and cells… They use automated equipment and computerized instruments capable of performing a number of tests simultaneously, as well as microscopes, cell counters, and other sophisticated laboratory equipment. Then they analyze the results and relay them to the physicians.” (From the online Occupational Outlook Handbook, 2006-07 ed.)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can do a basic search by typing in key words, such as "hematology" or "blood" or "microbiology." Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “Q” or “R” (e.g. for books on medical terminology, look at books with the call number R 123). If you wanted to browse the shelves in the reference collection or in the circulating collection located on the second floor, both the “Q” and the "R" sections would be a good places to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

Medical Laboratory Technicians are heavily involved in the many and diverse operations of medical facilities. Thus, when Medical Laboratory Technician students search, many information sources termed “Nursing and Allied Health” will be of significant value.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is also available.

Finding Books
To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. More thorough instructions on the use of Voyager are available in the tri-fold brochure titled “Using Voyager.” This brochure is available at the front of the library. Instructions for using Voyager are also available through the Blackboard software in the “Information Literacy Training” eCommunity. To join the eCommunity, please follow these instructions to enroll in the eCommunity or ask a library staff member for assistance.

Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Medical Laboratory Technician Program are:

- Allied Health Personnel
- Biochemistry
- Blood
- Blood – Collection and Preservation
- Blood Transfusion
- Body Fluids
- Clinical Chemistry
- Clinical Laboratory
Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- Desk Encyclopedia of Human and Medical Virology, REF QR360 .D475 2010
- Toxicology Handbook, REF RA1215 .T69 2011
- Mosby's Dictionary of Medicine, Nursing & Health Professions (8th Edition), REF R121 .M89 2009
- Dorland's Illustrated Medical Dictionary, REF R121 .D73 2012
- Physicians’ Desk Reference, REF RS 75 .P5 2010

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Medical Laboratory Technician Program:

- Mycology for CLS and MLT, QR245 .S56 2011
- Medical Bacteriology : Study of Medical Importance Bacteria for Disease Diagnosis, Treatment and Antibiotic Production for Medical Sciences, QR66 .S75 2011
- Clinical Laboratory Microbiology : A Practical Approach, QR67 .K57 2011
- Janeway's Immunobiology, QR181 .J37 2012
- Immunology : Mucosal and Body Surface Defences, QR181 .W67 2012
- Essentials of Medical Laboratory Practice, RB37 .L54 2012
- Clinical Laboratory Chemistry, RB40 .S85 2011
- Phlebotomy : A Competency-Based Approach (3rd Edition), RB45.15 .B6 2013
Electronic Books

Electronic books supporting the Medical Laboratory Technician Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some medical laboratory related titles include:

- Bioanalytical Chemistry, QP 519.7 .M54
- Blood Group Antigen Factsbook, QP 98 .R46
- Good Laboratory Practice: The Why and the How, R 860 .S45
- Human Microbiology, QF 46 .H295
- Informatics for the Clinical Laboratory: A Practical Guide, RB 38 .F54
- Meeting the Challenges of Blood Safety in the 21st Century Pathogen Inactivations, RM 17 .M44
- Microbiology Demystified, QR 41.2 .B48
- Nurse's manual of laboratory and diagnostic tests, RT 48.5 .W38
- Prions: A Challenge for Science, Medicine, and the Public Health System, QR 201 .P737 P756
- Contemporary Issues in Healthcare Law and Ethics, KF 3825. Z9 H37

In addition to those books, audiovisual resources and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.
Finding Periodical Articles
Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, utilize the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

Printed Periodicals
The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Medical Laboratory Technician Program:

- American Journal of Nursing
- JAMA: The Journal of the American Medical Association
- Mayo Clinic Health Letter
- Medical Laboratory Observer

Online Databases
Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases, click on “Publication Search”). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

EBSCO
- Consumer Health Complete
- CINAHL (Cumulative Index to Allied & Health Literature)
- MEDLINE
- Health Source - Consumer Edition
- Psychology and Behavioral Sciences Collection
- Academic Search Premier
- MasterFile Premier
- eBook Collection

Gale/InfoTrac
- Health Reference Center Academic
- Health and Wellness Resource Center and Alternative Health Module

ProQuest
- Nursing and Allied Health
- Career and Technical Education
Audio-Visual Materials
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Medical Laboratory Technician Program.

- Preventing Pre-Analytical Errors, AV RB 45.15 .P74
- Basic Venipuncture, AV RB 45.15 .B37
- Avoiding Phlebotomy-Related Lawsuits, AV RB 45.15 .A86
- Bloodborne Pathogens, AV RA 642 .B56 B56

The library also subscribes to Films on Demand, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Health and Medicine collection which may be helpful to those in the medical laboratory program:

- Investigations in Microbiology
- Bacterialand
- Classifying Commensals and Pathogens
- Preventing Needlestick Injuries
- Health Technicians and Technologists

Internet Web Sites
Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new address for the organization.

National Accrediting Agency for Clinical Laboratory Sciences
This site offers a search the site feature. It also provides information concerning accreditation for the following: CLS/MT – Clinical Laboratory Scientist/Medical Technologist, CLT/MLT – Clinical Laboratory Technician/Medical Laboratory Technician, DMS – Diagnostic Molecular Specialist, HT – Histological Technician, HTL – Histotechnologist, and Pathologist Assistant.

MEDLINEplus, a service of the National Library of Medicine
This site provides a search feature. It also contains information on the following: understanding your tests, diagnosis/symptoms, prevention/screening, research, specific conditions/aspects, and children. This site also provides the names of dozens of tests and conditions/diseases. It provides a screenings by age section.

American Society for Clinical Laboratory Science
This site provides a search feature. It also provides information concerning the following: leadership, position papers, conferences, publications, membership, news, forums, education, and a career center.

The American Medical Association (AMA)
This site offers a search the site feature. The mission of the AMA is to help doctors help patients and provides information on such topics as medical advocacy, a wide variety of professional resources, and news in the medical field.

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Computer and Information Technology Program
The following is an overview of information relevant to the Computer and Information Technology Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“Computer support specialists provide technical assistance, support, and advice to customers and other users. These troubleshooters interpret problems and provide technical support for hardware, software, and systems.” (Occupational Outlook Handbook, 2004-05 ed., page 103)

“Computer programmers write, test, and maintain the detailed instructions, called programs, which computers must follow to perform their functions. They also conceive, design, and test logical structures for solving problems by computer.” (Occupational Outlook Handbook, 2004-05 ed., page 96)

“Computer systems analysts solve computer problems and apply computer technology to meet the individual needs of an organization. They may plan and develop new computer systems or devise ways to apply existing systems’ resources to additional operations. (Occupational Outlook Handbook, 2004-05 ed., page 106)

“Database administrators work with database management systems software and determine ways to organize and store data. They identify user requirements, set up computer databases, and test and coordinate modifications to the systems.” (Occupational Outlook Handbook, 2004-05 ed., page 107)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can do a basic search by typing in key words, such as "computer software" or “computers” or “read-only memory.” Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letters “QA” or “TK.” If you want to browse the shelves in the reference collection or in the circulating collection located on the second floor, both the “QA” and the "TK" sections would be a good places to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or the Internet. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact a reference librarian at 270-831-9767. Email assistance is also available.

Finding Books
To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training” eCommunity. To enroll in the “Information Literacy Training eCommunity” please follow these instructions.

Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Computer and Information Technology Program are:
Reference Books

Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- *Encyclopedia of Data Warehousing and Mining*, REF QA 76.9 .D37 E52

Books That Can Be Checked Out (Circulating Books)

Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Computer and Information Technology Program.

- *Windows 7: Plain and Simple*, QA 76.76 .O63 J698 2010
- *Policing the Internet*, HM 851 .P65 2007
- *High-tech Crimes Revealed*, HV 6773 .B73 2005

In addition to those books, audiovisual resources, and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the
Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Electronic Books**
Electronic books supporting the Computer and Information Technology Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some relevant titles include:

- Cyberbullying activities to help children and teens to stay safe in a texting, twitting, social networking world
- The virtual battlefield perspectives on cyber warfare
- Information Ethics: Privacy, property, and power
- Computer Security Management
- Real Resumes for Computer Jobs
- Security in Wireless LANs and MANs
- Career as a Database Administrator
- Career as a Computer Support Specialist

**Finding Periodical Articles**
Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**
Periodicals are available in hardcopy format on the library's first floor.

**Online Databases**
Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases,
click on “Publication Search”). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

**EBSCO**
- AcademicSearch Premier
- BusinessSource Premier
- Library, Information Science & Technology Abstracts
- MasterFile Premier
- NewspaperSource
- Regional Business News
- eBook Collection
- eBook Academic Collection

**Gale/InfoTrac**
- Computer Database
- Information Science and Library Issues Collection
- Vocations and Careers Collection
- Academic OneFile

**ProQuest**
- Alt-Press Watch
- Career and Technical Education
- New York Times

**Audio-Visual Materials**
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Computer and Information Technology Program:

- *The History of Computers*, AV (DVD) QA 76.17 .H578

The library also subscribes to **Films on Demand**, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Business and Economics collection which may be helpful to those in the Computer and Information Technology Program:

- *Roles and Responsibilities in IT*
- *Google World*
- *Manufacturing Technology*
- *Big Brother, Big Business: The Data-Mining and Surveillance Industries*
- *CyberSecurity*
• CyberEthics
• CyberSafety

Internet Web Sites
Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new web address for the organization.

CompTIA: The Computing Technology Industry Organization
CompTIA is an association representing the international technology community. Its goal is to provide a unified voice, global advocacy and leadership, and to advance industry growth through standards, professional competence, education, and business solutions. CompTIA has developed specialized initiatives and programs dedicated to major areas within the IT industry. They include convergence technology, e-commerce, IT training, software services, certification, public policy and workforce development.

Information Technology Association of America
A trade association offering a wide variety of public policy, business development, and peer-to-peer networking programs.

World Information Technology and Services Alliance
A consortium of over 60 information technology (IT) industry associations from economies around the world. As the global voice of the IT industry, WITSA is dedicated to: advocating policies that advance the industry’s growth and development; facilitating international trade and investment in IT products and services; strengthening WITSA’s national industry associations through the sharing of knowledge, experience, and critical information; providing members with a vast network of contacts in nearly every geographic region of the world; hosting the World Congress on IT, the premier industry sponsored global IT event; hosting the Global Public Policy Conference; and hosting the Global Information Security Summit.
Dental Assisting/Dental Hygiene Programs

The following is an overview of information relevant to the Dental Assisting/Dental Hygiene Programs found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“[Dental Assistants] prepare patients, sterilize and disinfect instruments, set up instrument trays, prepare materials, and assist dentists during dental procedures. Expose dental diagnostic X rays. Record treatment information in patient records. Take and record medical and dental histories and vital signs of patients. Provide postoperative instructions prescribed by dentist. Assist dentist in management of medical and dental emergencies. Pour, trim and polish study casts. Instruct patients in oral hygiene and plaque control programs. Make preliminary impressions for study casts and occlusal registrations for mounting study casts. Clean and polish removable appliances. Clean teeth, using dental instruments. Apply protective coating of fluoride to teeth. Fabricate temporary restorations and custom impressions from preliminary impressions. Schedule appointments, prepare bills and receive payment for dental services, complete insurance forms, and maintain records, manually or using computer.” (O*NET Dictionary of Occupational Titles, 3rd edition, page 301.)

“[Dental Hygienists] clean calcareous deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments. Feel and visually examine gums for sores and signs of disease. Chart conditions of decay and disease for diagnosis and treatment by dentist. Feel lymph nodes under patient’s chin to detect swelling or tenderness that could indicate presence of oral cancer. Apply fluorides and other cavity-preventing agents to arrest dental decay. Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease. Expose and develop X-ray film. Provide clinical services and health education to improve and maintain oral health of schoolchildren. Remove excess cement from coronal surfaces of teeth. Make impressions for study casts. Place, carve, and finish amalgam restorations. Administer local anesthetic agents. Conduct dental health clinics for community groups to augment services of dentist. Remove sutures and dressings. Place and remove rubber dams, matrices, and temporary restorations.” (O*NET Dictionary of Occupational Titles, 3rd edition, page 283-284.)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can perform a basic search by typing in key words, such as "dental assisting" or "dental hygiene." Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “Q” or “R” (e.g. for books on “dental hygiene,” look at books with the call number RK 60.7). If you would like to browse the shelves in the reference collection or in the circulating collection located on the second floor, both the “Q” and the "R" sections would be good places to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or on the Internet. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is available.

Finding Books

To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training” eCommunity. To join the eCommunity, please follow these instructions or ask a library staff member for assistance.
Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Dental Assisting and Dental Hygiene Programs are:

Decay, Tooth  
Dental Assistants  
Dental Care  
Dental Hygienists  
Dental Materials  
Dental Photography  
Dentistry  
Gums - Diseases  
Microbiology  
Mouth - Cancer  
Mouth - Care and Hygiene  
Nutrition and Dental Health  
Oral Examinations  
Periodontal disease  
Physiology  
Radiography - Dental  
Teeth  
Tooth

Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- Oxford Dictionary of Dentistry, REF RK 27.I745

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Dental Assisting and Dental Hygiene Programs:

- Dental Assisting: A Comprehensive Approach., RK 60.5.P48 2013
- Clinical Practice of the Dental Hygienist, RK 60.5.W5 2013
- Dental Terminology, RK 28.D64 2013
- Periodontology for the Dental Hygienist, RK 361.P4679 2014
- Pediatric Dentistry at a Glance, RK 55.C5 D84 2013
- Pathology of the Dental Hard Tissues RK 307.S38 2013
In addition to those books, audiovisual resources, and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Electronic Books**

Electronic books supporting the Dental Assisting and Dental Hygiene Programs are available through the eBook collection in EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some dental health related titles include:

- *Career as a Dental Hygienist*
- *Official Patient’s Sourcebook on Tooth Decay*
- *Safety Standards and Infection Control for Dental Assistants*

**Finding Periodical Articles**

Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, utilize the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**

The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Dental Assisting and Dental Hygiene Programs.

- *Dental Abstracts*
- *Journal of the American Dental Association (JADA)*
- *KDA Today*
- *RDH*
Online Databases
Each of these databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases, click on "Publication Search"). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

**EBSCO**
- Dentistry and Oral Sciences Source
- CINAHL with Full Text (Cumulative Index to Allied & Health Literature)
- MEDLINE
- Health Source - Consumer Edition
- Health Source – Nursing/Academic Edition
- Academic Search Premier
- eBook Collection
- eBook Academic Collection

**Gale/InfoTrac**
- Health Reference Center Academic
- Health and Wellness Resource Center and Alternative Health Module
- Nursing and Allied Health Collection
- Academic OneFile
- Vocations and Careers Collection

**ProQuest**
- Nursing and Allied Health
- Career and Technical Education

Audio-Visual Materials
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Dental Assisting and Dental Hygiene Programs.

- Precision in Periodontal Instrumentation, AV (DVD) RK 681 .B57
- Personal Protective Equipment: Comply with OSHA’s Bloodborne Pathogens Standard, AV (DVD) T55.3 .P4
- Basic Infection Control, AV RA 969 .J4 B37
- Confidentiality: HIPAA Today, AV (DVD) RA 976 .C66
- Dental Care for Kids, AV RK 55 .C5 D32
- Gum Disease, AV RK 361 .G86
- Cultural Diversity Considerations for Care Providers, AV (DVD) RA 418.5 .T73 C846
The library also subscribes to Films on Demand, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Health and Medicine collection which may be helpful to those in the dental assisting or dental hygiene program:

- Dental Care for Kids
- Dental Health
- Dental Hygienist
- Gum Disease: Beyond Tooth Loss

**Internet Web Sites**

Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new address for the organization.

- **American Dental Association**
  This site offers a “search the site” feature. It also provides information on a variety of dental topics, including the following: your practice, government and advocacy, education and careers, meetings and events, publications, oral health topics, ADA Seal products, tips for teachers, children’s games, news media, and video resources.

- **American Dental Hygienist Association**
  This site provides a search feature. It also provides information on a variety of topics, including: job classifications, oral health information, career information, continuing education, professional issues, students, about ADHA, members annual sessions, NDHN, press room, shopping, publications, and related links.

- **National Center for Dental Hygiene Research**, University of Southern California
  This site provides links to the following: online library and research forum; grant funding and opportunities; professional education; clinical practice; the informed consumer; national center news; professional associations; schools, programs, and student sites; government/community sites; vendors and products; as well as general information and gateway sites.

- **The American Medical Association** (AMA)
  This site offers a “search the site” feature. The mission of the AMA is to help doctors help patients and provides information on such topics as medical advocacy, a wide variety of professional resources, and news in the medical field.
Early Childhood Education Program

The following is an overview of information relevant to the Early Childhood Education and related programs found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can do a basic search by typing in key words, such as "early childhood education." Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “LB.” If you wanted to browse the shelves in the reference collection or in the circulating collection located on the second floor, looking in the “LB” section would be a good place to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is also available.

Finding Books

To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training” eCommunity. To enroll in the “Information Literacy Training eCommunity” please follow these instructions.

Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Early Childhood Education program are:

- Child Abuse
- Child Development
- Child Neglect
- Early Childhood Education
- Early Childhood Educators
- Early Childhood Teachers
- Education
- Education, Preschool
- Education, Primary
- Kindergarten

Reference Books

Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.
Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Early Childhood Education Program:

- Creative Resources for the Early Childhood Classroom, LB 1140.4 .H47 2009
- Developing Brain: Birth to Age Eight: QP 363.5 .S67 2008
- Inclusive Play: Practical Strategies for Working with Children from Birth to Eight, LB 1137 .C32 2010
- Instruction for All Students, LB 1025.3 .R878 2008
- Mathematics Through Play in the Early Years, QA 20 .G35 T83 2010

In addition to those books, audiovisual resources, and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

Electronic Books
Electronic books supporting the Early Childhood Education Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some relevant titles include:
Finding Periodical Articles
Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

Printed Periodicals
The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Early Childhood Education Program.

- American Educator
- Dimensions of Early Childhood
- National Geographic
- Young Children

Online Databases
Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases, click on “Publication Search”). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

EBSCO
- ERIC
- Teacher Reference Center
- Academic Search Premier
- Psychology and Behavioral Sciences Collection
- eBook Collection
- eBook Academic Collection

Gale/InfoTrac
- Academic OneFile
- Psychology Collection
- Vocations and Careers Collecton

ProQuest
- Career and Technical Education
Audio-Visual Materials
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Early Childhood Education Program:

- **Career Encounters: Early Childhood Education**, AV LB 1139.23 .C37
- **How Adults Support Children at Planning Time**, AV LB 1732.5 .H53 H6
- **How Adults Support Children at Work Time**, AV LB 1732.5 .H53 H6
- **How Adults Support Children at Recall Time**, AV LB 1732.5 H6

The library also subscribes to [Films on Demand](#), a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Education collection which may be helpful to those in the Early Childhood Education program:

- **The Healthy Teacher**
- **Hot Tips for Classroom Management**
- **A TV in the Baby Bottle**
- **How Children Learn**
- **Building Literacy Competencies in Early Childhood**
- **Study of the Child: Theories of Development**
- **Intellectual Development: The First Five Years**

Internet Web Sites
Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new web address for the organization.

**Educational Resources Information Center** (ERIC)
ERIC is a national system designed to provide users with resources and information on education. ERIC provides access to bibliographic records of journal and non-journal literature indexed from 1966 to the present.

**National Association for the Education of Young Children**
This site provides an online catalog of books related to early childhood education and information on the following areas: parents, professional development, affiliate resources, accreditation, and conferences.

03/17
**Industrial and Engineering Technology**
The following is an overview of information relevant to the Industrial and Engineering Technology Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“Industrial engineers determine the most effective ways to use the basic factors of production – people, machines, materials, information, and energy – to make a product or to provide a service. They are the bridge between management goals and operational performance. They are more concerned with increasing productivity through the management of people, methods of business organization, and technology than are engineers in other specialties.” *(Occupational Outlook Handbook, 2004-05 ed., page 135-136)*

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can do a basic search by typing in key words, such as "industrial technicians" or "industrial engineers." Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letters “TJ.” If you want to browse the shelves in the reference collection or in the circulating collection located on the second floor, the “TJ” section would be a good place to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is also available.

**Finding Books**
To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training” eCommunity. To enroll in the “Information Literacy Training eCommunity” please follow these instructions.

**Subject Headings** are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Industrial and Engineering Technology Program are:

- Blueprints
- Cooling
- Electric Circuits
- Electric Machinery
- Electronics
- Engineering Drawings
- Heating
- Industrial Electronics
- Industrial Engineering
- Machinery
- Manufacturing Processes
- Manufacturing Resource Planning
Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- Concise Encyclopedia of Robotics, REF TJ 210.4 .C65
- Machinery’s Handbook: A Reference Book for the Mechanical Engineer, Designer, Manufacturing Engineer, Draftsman, Toolmaker, and Machinist, REF TJ 151 .M3

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Industrial and Engineering Technology Program:

- Understand Electronics, TK 7816 .P45 2010
- Blueprint Reading: Construction Drawings for the Building Trades, TH 431. K83 2009
- Practical Electrical Wiring: Residential, Farm, Commercial, and Industrial, TK 3271 .R48
- Essential Drucker, HD 31 .D7672

In addition to those books, audiovisual resources, and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for
these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Electronic Books**
Electronic books supporting the Industrial and Engineering Technology Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some relevant titles include:

- *Practical Machinery Safety*, TJ 1177 .M33

**Finding Periodical Articles**
Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, or review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**
Periodical titles available in hardcopy format are located on the library's first floor.

**Online Databases**
Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list. If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

**EBSCO**
- *BusinessSource Premier*
- *GreenFile*
- *MasterFile Premier*
- *NewspaperSource*
- *Regional Business News*
- *eBook Collection*
- *eBook Academic Collection*
Audio-Visual Materials
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Industrial and Engineering Technology Program:

- *Electric Motors*, AV TK 2851 .T47 S6
- *Inside the Electrician’s Toolbox*, AV QC 527.4 I57
- *Power and Efficiency*, AV QC 518 .P69

Internet Web Sites
Internet sites can be very useful and informative. Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new web address for the organization.

**National Association of Industrial Technology**
Promotes industrial technology in business, industry, education, and government. Provides certification of industrial technologists and recognizes continued professional development.

**Institution of Engineering and Technology**
Professional society for the engineering and technology community. Provides training, professional development, and career information.

**National Institute for Certification in Engineering Technologies**
Provides certification for varying levels of technology competencies.
**Industrial Maintenance Technology**

The following is an overview of information relevant to the Industrial Maintenance Technology Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“[Industrial maintenance technicians] are responsible for cleaning and lubricating machinery, performing basic diagnostic tests, checking performance, and testing damaged machine parts to determine whether major repairs are necessary. Maintenance workers must follow machine specifications and adhere to maintenance schedules. Maintenance workers may perform minor repairs.” (*Occupational Outlook Handbook*, 2004-05 ed., page 556)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can do a basic search by typing in key words, such as "plant maintenance" or “maintenance.” Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letters "TA," “TS,” and “TT.” If you want to browse the shelves in the reference collection or in the circulating collection located on the second floor, the “T” section would be a good place to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact a reference librarian at 270-831-9767. Email assistance is also available.

**Finding Books**

To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training” eCommunity. To enroll in the “Information Literacy Training eCommunity” please follow these instructions.

**Subject Headings** are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Industrial Maintenance Technology Program are:

- Blueprints
- Cooling
- Heating
- Electric Circuits
- Electric Machinery
- Electric Motors
- Electricity
- Integrated Circuits
- Machining
- Maintenance
- Manufacturing Processes
- Refrigeration and Refrigerating Machinery
- Repairing Trades
- Welding
Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.


Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Industrial Maintenance Technology Program:

- *Practical Electrical Wiring: Residential, Farm, Commercial, and Industrial*, TK 3271 .R48
- *Managing Shutdowns, Turnarounds, and Outages*, TS 192 .B77
- *Machinery Maintenance*, TL 233.2 .B83
- *Teach Yourself Electricity and Electronics*, TK 819 .G38
- *Pumps and Hydraulics*, TP 900 .M55

In addition to those books, audiovisual resources and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

Electronic Books
Electronic books supporting the Industrial Maintenance Technology Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and
scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some relevant titles include:

- *Practical Machinery Safety*, TJ 1177 .M33
- *Practical Troubleshooting of Electrical Equipment and Circuit Controls*, TK 3226 .B76
- *Lean Maintenance*, TS 155 .S635

**Finding Periodical Articles**

Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, or review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**

Periodical titles available in hardcopy format are located on the library's first floor.

**Online Databases**

Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list. If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

**EBSCO**

- *BusinessSource Premier*
- *GreenFile*
- *MasterFile Premier*
- *NewspaperSource*
- *Regional Business News*
- *eBook Collection*
- *eBook Academic Collection*

**Gale/InfoTrac**

- *Academic OneFile*
- *Vocations and Careers Collection*
Audio-Visual Materials
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Industrial Maintenance Technology Program.

- Electric Motors, AV TK 2851 .T47 S6
- Inside the Electrician’s Toolbox, AV QC 527.4 I57
- Power and Efficiency, AV QC 518 .P69

Internet Web Sites
Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new web address for the organization.

Plant Maintenance Resource Center
Includes links to maintenance consultants, CMMS vendors, maintenance conferences, articles on maintenance, and a job board.

International Society of Automation
ISA is a leading, global, nonprofit organization that is setting the standard for automation by helping worldwide members and other professionals solve difficult technical problems, while enhancing their leadership and personal career capabilities. ISA develops standards; certifies industry professionals; provides education and training; publishes books and technical articles; provides career information; and hosts the largest conference and exhibition for automation professionals in the Western Hemisphere.
Medical Assisting Program
The following is an overview of information relevant to the Medical Assisting Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“(Medical Assistants) perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.” (O*NET Dictionary of Occupational Titles, 3rd edition, page 301.)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can perform a basic search by typing in key words, such as "medical terminology" or “dosage calculations.” Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “Q” or “R” (e.g. for books on medical terminology, look at books with the call number R 123). If you want to browse the shelves in the reference collection or in the circulating collection located on the second floor, both the “Q” and the "R" sections would be a good places to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

Medical Assistants are heavily involved in the many and diverse operations of medical facilities. Thus, when Medical Assisting students search, many information sources termed “Nursing and Allied Health” will be of significant value.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact a reference librarian at 270-831-9767. Email assistance is also available.

Finding Books
To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. Instructions for using Voyager are also available through Blackboard in the “Information Literacy Training” eCommunity. To enroll in the “Information Literacy Training eCommunity” please follow these instructions.

Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Medical Assisting Program are:

Allied Health Personnel
Insurance, Health
Medical Assistants
Medical History Taking
Medical Offices
Medical Records
Medical Secretaries
Medical Transcription
Pharmacology
Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- **Stedman’s Abbreviations, Acronyms, and Symbols**, REF R 123 .S69 2013
- **Dorland’s Illustrated Medical Dictionary (32nd Edition)**, REF R 121 .D73 2012
- **Gale Encyclopedia of Medicine**, REF RC 41 .G35 2011

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Medical Assisting Program.

- **Law and Ethics for Health Professions**, R 725.5 .J83 2013
- **Delmar’s Comprehensive Medical Assisting: Administrative and Clinical Competencies**, R 728.8 .D43 2014
- **Health Assessment & Physical Examination**, RT 48 .H425 2014

In addition to those books, audiovisual resources, and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an ILL Request Form which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.
**Electronic Books**

Electronic books supporting the Clinical Laboratory Technician Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Some medical assisting related titles include:

- Coding for Pediatrics
- Understanding Patient Safety
- Prescription Drug Guide for Nurses
- Electronic Health Records
- Beyond the HIPAA Privacy Rule: Enhancing Privacy, Improving Health Through Research

**Finding Periodical Articles**

Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**

The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Medical Assisting Program.

- American Journal of Nursing
- JAMA: The Journal of the American Medical Association
- Medical Laboratory Observer
- Nursing

**Online Databases**

Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list (in the ProQuest databases, click on “Publication Search”). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

**EBSCO**

- AcademicSearch Health Source: Nursing/Academic Edition
- CINAHL with Full Text (Cumulative Index to Allied & Health Literature)
- MEDLINE
- Health Source – Nursing/Academic Edition
- Health Source - Consumer Edition
Audio-Visual Materials

Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Medical Assisting Program.

- Health Information Management, AV (DVD) RA 976.5 .H43
- Medical Technicians and Technologists, AV (DVD) RB 37.6 .E96
- What Should I Do? The Basics of First Aid, AV (DVD) RC 86.7 .W52
- Cultural Diversity Considerations for Care Providers, AV (DVD) RA 418.5 .T73 C846

The library also subscribes to Films on Demand, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Health and Medicine collection which may be helpful to those in the Medical Assisting Program:

- Medical Assisting
- Electronic Health Records
- Administering Medications
- Patient Safety

Internet Web Sites

Internet sites can be very useful and informative. Many sites—especially those associated with professional organizations offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new web address for the organization.

The American Association of Medical Assistants
This site offers a search the site feature. It also provides information concerning certification.
MEDLINEplus, a service of the National Library of Medicine
This site provides a search feature. It also contains information on the following: understanding your tests, diagnosis/symptoms, prevention/screening, research, specific conditions/aspects, and children. This site also provides the names of dozens of tests and conditions/diseases.

The American Medical Association (AMA)
This site offers a search the site feature. The mission of the AMA is to help doctors help patients and provides information on such topics as medical advocacy, a wide variety of professional resources, and news in the medical field.
Medical Laboratory Technician Program
The following is an overview of information relevant to the Medical Laboratory Technician Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“Medical laboratory testing plays a crucial role in the detection, diagnosis, and treatment of disease... Medical laboratory personnel examine and analyze body fluids, and cells... They use automated equipment and computerized instruments capable of performing a number of tests simultaneously, as well as microscopes, cell counters, and other sophisticated laboratory equipment. Then they analyze the results and relay them to the physicians.” (From the online Occupational Outlook Handbook, 2006-07 ed.)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can do a basic search by typing in key words, such as "hematology" or "blood" or "microbiology." Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter “Q” or “R” (e.g. for books on medical terminology, look at books with the call number R 123). If you wanted to browse the shelves in the reference collection or in the circulating collection located on the second floor, both the “Q” and the "R" sections would be a good places to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

Medical Laboratory Technicians are heavily involved in the many and diverse operations of medical facilities. Thus, when Medical Laboratory Technician students search, many information sources termed “Nursing and Allied Health” will be of significant value.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact the reference librarian at 270-831-9767. Email assistance is also available.

Finding Books
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Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Medical Laboratory Technician Program are:

- Allied Health Personnel
- Biochemistry
- Blood
- Blood – Collection and Preservation
- Blood Transfusion
- Body Fluids
- Clinical Chemistry
- Clinical Laboratory
- Diagnostic Microbiology
Drugs – Analysis
Hematology
Immunohematology
Immunology
Laboratories
Medical Laboratory Technology
Medical Technologists
Microbial Chemistry
Microbiology
Pharmacology
Phlebotomy
Serology

Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library's online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- Toxicology Handbook, REF RA1215 .T69 2011
- Mosby’s Diagnostic and Laboratory Tests, REF RB38.2 .P337 2012
- Handbook of Clinical Biochemistry, REF RB112.5 .S83 2011
- Dorland’s Illustrated Medical Dictionary, REF R121 .D73 2012
- Physicians’ Desk Reference, REF RS 75 .P5

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Medical Laboratory Technician Program:

- Clinical Parasitology: A Practical Approach, QR 255 .Z45 2013
- Phlebotomy Simplified, RB 45.15 .G373 2013
- Clinical Laboratory Urinalysis and Body Fluids, RB 53 .S875 2015
- Janeway's Immunobiology, QR181 .J37 2012
- Immunology: Mucosal and Body Surface Defences, QR181 .W67 2012
- Robbins Basic Pathology, RB111 .K895 2013
- Delmar's Manual of Laboratory and Diagnostic Tests, RB 38.2 .D36 2014
**Electronic Books**

Electronic books supporting the Medical Laboratory Technician Program are available through EBSCO. EBSCO provides a collection of full-text books which can be read online. You can check the books out for up to four hours. Some medical laboratory related titles include:

- *Focus for Excellence - Laboratory Practice*
- *Laboratory Management: Quality in Laboratory Diagnosis*
- *Prudent Practices in the Laboratory : Handling and Management of Chemical Hazards*
- *Clinical Microbiology : Quality in Laboratory Diagnosis*

In addition to those books, audiovisual resources and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in *Voyager*. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

For a student, the ILL system is simple and convenient. Once the student identifies that an item isn’t held at HCC, they need only fill out and submit an [ILL Request Form](http://www.lib.hartfield.edu) which is available online through the library’s web page or in hard copy at the Circulation Desk. Once an item is received, the library then informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Finding Periodical Articles**

Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, utilize the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**

The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Medical Laboratory Technician Program:

- *American Journal of Nursing*
- *JAMA: The Journal of the American Medical Association*
- *Medical Laboratory Observer*
Online Databases
Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message "Title List" and click on it to review the list. If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

Please note that each database offers help screens that explain how the search engine of that database operates. These help screens also identify the advanced search options for students who want to fine-tune their searches. If you need further explanation, please refer to tutorials in the library’s “Information Literacy Training” eCommunity in Blackboard.

EBSCO
- CINAHL with Full Text (Cumulative Index to Allied & Health Literature)
- MEDLINE
- Health Source – Nursing and Allied Health Edition
- Health Source - Consumer Edition
- Academic Search Premier
- Academic eBook Collection
- eBook Collection

Gale
- Health Reference Center Academic
- Nursing and Allied Health Collection
- Health and Wellness Resource Center and Alternative Health Module
- Vocations and Careers Collection
- Academic OneFile

ProQuest
- Nursing and Allied Health
- Career and Technical Education

Audio-Visual Materials
Audio-visual materials can come in many forms. Videos, DVDs, CDs, filmstrips, and slides are all audio-visual materials. At the Hartfield Library, many of our audio-visual materials are DVDs and videos. The audio-visual materials are located on the first floor, in room LB 102. The titles below may be of interest to students in the Medical Laboratory Technician Program.

- Basic Venipuncture, AV RB 45.15 .B37
- Avoiding Phlebotomy-Related Lawsuits, AV RB 45.15 .A86
- Skin and Soft Tissue Infections, AV RL 201 .S54
- Biobasics, AV QL 45.2 .B61
- Cultural Diversity Considerations for Care Providers, AV (DVD) RA 418.5 .T73 C846
The library also subscribes to Films on Demand, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Health and Medicine collection which may be helpful to those in the medical laboratory program:

- *Investigations in Microbiology*
- *Bacterialand*
- *Classifying Commensals and Pathogens*
- *Preventing Needlestick Injuries*
- *Health Technicians and Technologists*

**Internet Web Sites**

Many sites—especially those associated with professional organizations—offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new address for the organization.

**National Accrediting Agency for Clinical Laboratory Sciences**

This site offers a search the site feature. It also provides information concerning accreditation for the following: CLS/MT – Clinical Laboratory Scientist/Medical Technologist, CLT/MLT – Clinical Laboratory Technician/Medical Laboratory Technician, DMS – Diagnostic Molecular Specialist, HT – Histological Technician, HTL – Histotechnologist, and Pathologist Assistant. It also offers links to programs, students, volunteers, committees, and workshops.

**MEDLINEplus**, a service of the National Library of Medicine

This site provides a search feature. It also contains information on the following: understanding your tests, diagnosis/symptoms, prevention/screening, research, specific conditions/aspects, and children. This site also provides the names of dozens of tests and conditions/diseases. It provides a screenings by age section.

**American Society for Clinical Laboratory Science**

This site provides a search feature. It also provides information concerning the following: leadership, position papers, conferences, publications, membership, news, forums, education, and a career center. It also provides links to standards organizations, more publications, educational resource links, and other information.

**The American Medical Association (AMA)**

This site offers a search the site feature. The mission of the AMA is to help doctors help patients and provides information on such topics as medical advocacy, a wide variety of professional resources, and news in the medical field.
Nursing Program (ADN and PN)
The following is an overview of information relevant to the Nursing Program found in the Hartfield Library at Henderson Community College. This information is not intended to be a complete list of such material, but rather is a sampling of some titles that will be helpful and easily found in the Hartfield Library.

“[Nurses] care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. May advise patients on health maintenance and disease prevention or provide case management.” (O*NET Dictionary of Occupational Titles, 3rd edition, page 276.)

To find information useful for classes in this program, you may look in several places. Our library's online catalog is called Voyager. Using Voyager, you can perform a basic search by typing in key words, such as “nursing” or “care plans.” Voyager will show you all the books and audiovisual materials available on the selected topic. You will find that many Library of Congress call numbers on these subjects begin with the letter "R" (e.g. for books on medical terminology, look at books with the call number R 123). If you want to browse the shelves in the reference collection or in the circulating collection located on the second floor, the "R" section would be a good place to look. You may also look in the online databases of periodical articles, the hard copy periodicals, the audiovisual collection, or Internet Web sites. Each of these sources of information is explained below.

Nurses are heavily involved in the many and diverse operations of medical facilities. When nursing students search, many information sources termed “Nursing and Allied Health” will be of significant value.

If you have questions or need assistance in finding additional materials, please see a librarian at the reference desk or contact a reference librarian at 270-831-9767. Email assistance is also available.

Finding Books
To find books in either the reference or circulating collections, use Voyager. When searching Voyager, please remember to limit your searches to Henderson Community College; otherwise the search will find books held in any of the KCTCS libraries. More thorough instructions on the use of Voyager are available in the tri-fold brochure titled “Using Voyager.” This brochure is available at the front of the library. Instructions for using Voyager are also available through the Blackboard software in the “Information Literacy Training” eCommunity. To enroll in the “Information Literacy Training eCommunity” please follow these instructions.

Subject Headings are key words or phrases used in Voyager that tell you what a book is about. The most efficient and productive searches are those which use Subject Headings. Some of the Subject Headings that are particularly useful for students in the Nursing Program are:

- Allied Health Personnel
- Asepsis Methods
- Associate Degree Nurses
- Nurse-Patient Relations
- Nursing – Handbooks, Manuals, Etc.
- Nursing – Planning – Handbooks, manuals, etc.
- Nursing Care Plans –Handbooks, Manuals, etc.
- Nursing Diagnosis
Reference Books
Reference materials are materials that are created to give you general information about a topic. After you read the information in a reference book, you can search the library for more detailed and extensive information. Hopefully, you will find some good ideas about useful subject headings or key words that are relevant to your topic by looking through the reference books. When you are ready to search for more information about your topic, you can use the library’s online catalog, Voyager. Below is a list of titles of some reference books that you might find helpful. Because these are reference books, they cannot be checked out; instead they are to be used in the library.

- *PDR Nurse’s Drug Handbook: The Information Standard for Prescription Drugs and Nursing Consideration*, REF RM 125 .P37

Books That Can Be Checked Out (Circulating Books)
Circulating books are books that can be checked out of the library. The circulating collection is located on the second floor of the library. Anyone with a valid library card may check out these books. Below are some titles that may be of interest to students in the Nursing Program:

- *Laboratory and diagnostic tests with nursing implications*, RT 48.5 .K44 2014
- *Essentials of pharmacology for health professions*, RM 300 .W67 2014

In addition to those books, audiovisual resources, and periodicals available in the Hartfield Library collections, the library also offers a service called Interlibrary Loans (ILL) which provides our students with access to materials held in other libraries. Regardless of the size of a collection, students sometimes find citations and references to resources that are not held by their library. When this happens, the Hartfield Library contacts other libraries with requests for short term loans of the needed material(s). This service begins with the KCTCS libraries since all materials held in the KCTCS libraries are listed in Voyager. If an item is not available through the KCTCS, then a request is sent out through OCLC, the Online Computer Library Center. OCLC is a consortium of 72,000 libraries from 171 countries or territories. Each member has access to a list of items held by other members who then loan these materials.

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informs the student of the item’s availability. Every effort is made to insure that the turn-around time for these requests is as short as possible. Through this service, HCC’s students have access to virtually unlimited resources for their research.

**Electronic Books**
Electronic books supporting the Nursing Program are available through EBSCO. eBooks can be accessed through the Voyager online catalog. EBSCO provides a collection of full-text books which can be read online. To access these books, simply enter a search in Voyager, and scan the resulting titles. If an e-book is available, the phrase, "[electronic resource]" will appear after the title. Click on the title to read any of the electronic books. You can check the books out for up to four hours. Additional instructions for accessing electronic books are available at the reference desk. Some nursing titles include:

- *Law, values and practice in mental health nursing a handbook*, RC 440 .W55 2013

**Finding Periodical Articles**
Students generally find articles taken from magazines and journals to be particularly useful sources of current information. To help students, the Hartfield Library subscribes to a wide variety of periodicals in both hard copy and electronic formats. The articles available electronically are found on a number of databases accessible through the library's web page. For instructions on how to access articles from the specific databases, use the tri-fold brochures available in the front of the library (e.g. "How to Use InfoTrac") or review the tutorial found in the library’s “Information Literacy Training” eCommunity in Blackboard.

**Printed Periodicals**
The following periodical titles are available in the hardcopy format on the library's first floor and are of value to the students of the Nursing Program:

- *American Journal of Nursing*
- *JAMA: The Journal of the American Medical Association*
- *Medical Laboratory Observer*
- *Nursing*

**Online Databases**
Each of the following databases contains hundreds of full-text articles as they were published in various national magazines and journals. To see which periodicals are available full-text in each database, select that database, go to the message “Title List” and click on it to review the list (in the ProQuest databases, click on “Publication Search”). If you want to read an article from a specific periodical after searching a database, be sure to specify that title during your search.

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- Lippincott’s Nursing Health Assessment, AV (DVD) RT 48 .N853
- Medicating Children, AV (DVD) RJ 560 .M43
- Documenting Care: What You Need to Know, AV (DVD) RT 50 .D637
- Nursing Process and Critical Thinking: The Nursing Process, AV (DVD) RT 41 .N877
- Cultural Diversity Considerations for Care Providers, AV (DVD) RA 418.5 .T73 C846

The library also subscribes to Films on Demand, a web-based digital video delivery platform that allows patrons to view streaming videos from the Films Media Group anytime, anywhere. Following are a few of the titles in the Health and Medicine collection which may be helpful to those in the Nursing Program:

- Chemotherapy and Radiation for Cancer Treatment
- The Age of Viruses
- Lessons in Compassion: Teaching Bedside Manner
- The Immune Response: How the Body Defends Itself
- Medical Ethics: Real World Applications

Internet Web Sites
Many sites—especially those associated with professional organizations like the AAMA (American
Association of Medical Assistants)—offer connections to information such as articles, bibliographies, and job search engines. A few such useful web sites are listed below. Please be aware that electronic addresses do change frequently. If an address listed below becomes obsolete, use an Internet search engine like Yahoo or Google to find the new web address for the organization.

**American Nurses’ Association**
This site offers a search the site feature. It also offers links including ANA Convention, Work Place Advocacy, and *Online Journal of Issues in Nursing*. This site also offers an extensive menu of articles related to such topics as bioterrorism and disaster response, safety and quality, immunization, and needlestick.org. Several online continuing education opportunities are presented as well.

**National League for Nursing**
This is a part of the Johnson and Johnson national Nursing Program. This site provides information on the following: Public Policy Action Center, Research and Professional Development, Research Grants, and Professional Opportunities. It also provides conference information and information about online nursing courses.

**National Council of State Boards of Nursing, Inc.**
The mission of the NCSBN is to lead in nursing regulation by assisting members to promote safe and effective public health and welfare. The site includes information concerning standards for licensure testing, nursing regulations, resources, and testing services.

**The American Medical Association** (AMA)
This site offers a search the site feature. The mission of the AMA is to help doctors help patients and provides information on such topics as medical advocacy, a wide variety of professional resources, and news in the medical field.