Library Services to Distance Learning Students

CAN I ACCESS THE LIBRARY'S RESOURCES AND SERVICES REMOTELY?
Yes, you may request help on research assignments, access eBooks, magazine or journal articles. By using the Library's online catalog you can search for books and other materials, and also check your library records and renew materials.

DO I NEED A LIBRARY CARD? HOW CAN I GET ONE?
You will need a library card to check out materials and to access e-books and online subscription databases. This Library Card Registration Form is only valid for students, faculty and staff taking or teaching an online class or who are located at a distance site and are unable to come to campus. Your card will be mailed to you.

HOW CAN I GET HELP FINDING INFORMATION?
Library staff members are available to assist you by phone (530) 938-5331 or email. We can send information to students by email, mail, or fax. The Library is open Monday through Thursday, 8:00 a.m. – 5:00 p.m., Friday 8:00 a.m. - 2:00 p.m. We are closed weekends and holidays. You can also check out the Library's Hours & Calendar page.

HOW CAN I FIND BOOKS ON MY RESEARCH TOPIC?
On the library webpage, click on Library Catalog. To find a book on your topic, enter your keywords and click either the “Search Everything” or “Subject” button. You can also search for books by title or by author.

CAN I HAVE BOOKS AND MATERIALS SENT TO ME?
If you have a current COS library card you may request photocopies or other materials by telephone, fax, or email. If available, specific books, or magazines may be delivered to the Yreka campus. Plan ahead for transit time. Borrowed materials may be returned to the Yreka campus office. Other materials or information can be sent anywhere by email or fax.

HOW LONG CAN I KEEP THE BOOKS?
Most books can be checked out for two weeks and can be renewed two consecutive times unless another user has requested them.

HOW CAN I RENEW BOOKS?
You may call the library or use the Library Catalog's "User Services“ feature and click on "Renew Materials." If renewing online, you must renew books at least one day prior to the due date. Overdue items may not be renewed by phone or email.
DOES THE LIBRARY HAVE ANY ELECTRONIC BOOKS (EBOOKS)?

The library provides more than 21,000 eBooks on a wide variety of topics. If you have a COS library card and wish to use eBooks when you are off-campus, go to EBSCOHOST Electronic Book Collection. You can read these online and print pages.

HOW CAN I FIND MAGAZINE ARTICLES?

The library has print subscriptions to about 70 magazines and journals. These can be checked out. We also provide online access to full-text articles from thousands of magazines. To access these:

Go to the Online Periodicals & Reference Databases.
• Click on the database you need.
  • Note: If you are off-campus you will need to click the "Off-Campus" link next to the name of the database and enter the 14 numbers of your library barcode with no spaces between numbers.

HOW CAN I FIND LOCAL NEWSPAPER ARTICLES?

The library has subscriptions to local and northern California newspapers, and has microfilm backfiles of many older local newspapers.

I HAD PROBLEMS ACCESSING THE ONLINE DATABASES. WHAT’S WRONG?

If you were asked for a username and password, you probably forgot to click on "Off-campus." Please try again. If the database requires your library barcode number, be sure to type in all 14 numbers with no spaces between the numbers. Still having problems? Please phone (530) 938-5331 or email the library. We’ll be glad to help you.

CAN I REQUEST BOOKS OR ARTICLES FROM OTHER LIBRARIES?

Interlibrary loan service is not currently offered.