Doing research off campus
You can access the library’s electronic resources 24/7 - including ebooks, journal/magazine articles, streaming educational videos, and more - using your NedID and password.

Research Tips

- Start with **reference sources** to find general and background information on your topic – important people, dates, events.
- Search for **books** or **ebooks** on your topic – use the table of contents and index to find pertinent information regarding your topic.
- Use the **library databases** to find current and relevant book, journal and newspaper articles that support your thesis statement.
- **Evaluate** your sources— when was it published, what are the author’s credentials, is it biased, etc.
- **Cite your sources** using the citation style mandated by your instructor.
- **Ask for help when you need it!**

Library Book Club
Please join us for a thoughtful discussion on the book selections for each semester. Copies are available in the library at the service desk and can be checked out. For information on the titles, meeting dates, and times, go to the library’s homepage and click on **Events**. All are welcome.

New Library System

The CT Community Colleges, State Universities, and the State Library have recently moved to a new library system. Students, faculty and staff will now have easier access to many more resources. Here are just a few of the major enhancements.

1. A new discovery (search) system that searches books, electronic resources, and journal articles all at once.
2. A unified database to search for resources at all state universities, community colleges, and the State library.
3. Ability to request delivery of any available item in the CSCU system to any CSCU library— or you can go pick up the item yourself.

Library Use Policies

**Please respect the rights of other patrons to use the library in a quiet, clean and peaceful environment.**

- No food or drink of any kind in the library.
- Put your cell phones on vibrate and headphones on low before entering the library.
- Silent study only on the 1st floor.
- Children under 12 may not be left unattended.
- Do not leave personal belongings unattended.

Fall/Spring Semester Hours

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon - Thu</td>
<td>8:00am-9:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00am-6:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00am-1:00pm</td>
</tr>
</tbody>
</table>

Please call or check our website for hours during summer and semester breaks.

Homepage
http://www.gatewayct.edu/Library

Phone Number
203-285-2057

Email
library@gatewayct.edu

Text Us
203-212-8329

Gateway Community College
Library and Learning Commons
Dr. Clara A. Ogbaa, Director
20 Church St. New Haven, CT 06510
cogbaa@gatewayct.edu

The library—your stairway to knowledge.
Services

Reference Assistance - Librarians are available to help with your information needs and library services/resources in person, by phone, text, email, or chat.

Research Appointments— Schedule an appointment with a librarian for up to one hour for in-depth research assistance. Forms are available at the Service desk or online via the library’s homepage.

Faculty Requested Classes - Librarians are available to teach Information Literacy classes in all subject areas in the library’s electronic classroom, ensuring that all students are equipped with the proper tools and skills to access scholarly information effectively and efficiently.

Reserves – Faculty may put items/books on reserve for some courses. These are located behind the Service Desk and can only be used in the library, unless indicated otherwise. The library does not normally purchase copies of current textbooks for the collection.

Interlibrary Loan – Request a book or article from another library when not available through the CSCU library system (there is no charge for this service but some restrictions apply).

Assistive Technology Room— Located on the 2nd floor, includes hardware and software for students registered with the SAS Office located in Room S202. Also includes audiovisual equipment for viewing DVDs/VHS or listening to audiotapes.

Study Rooms – Group study rooms are located on the 2nd floor and single study rooms are located on the 1st floor. Group study rooms can be reserved 2 weeks in advance online through the library’s homepage or at the Service Desk.

C-Pods – Collaboration pods for academic group work are located in the Library Learning Commons and several study rooms for student and faculty use.

Computers - All library computers include Internet access and word processing software (MS Office) and can be accessed with your NetID and password—the same one you use to access myCommNet.

Printing - There is no charge for printing, however, your college account has a limit of 500 pages per semester. Wireless printing is available on library laptops only.

Wireless - The college provides wireless Internet access in the library. Connect to the ConnSCU network then enter your NetID and password to access.

Scanner - Located on the 2nd floor, scan images onto your flashdrive or email to yourself. Copyright laws apply.

Copy machine – Available on the 2nd floor at a cost of 10 cents per page. Copyright laws apply.

Laptops, Headphones & Graphing Calculators

Items are limited and available at the Service Desk on a first-come, first-served basis to Gateway students, faculty, and staff with proper identification.

• Laptops can only be used in the library for up to 3 hours at a time.
• Headphones are available for use in the library only.
• Graphing calculators may be borrowed for three hours or overnight.

Services

Books and More: Search for print or electronic books, DVDs, and other items in our library or any of the CSCU libraries.

Databases: Choose from over 80 research databases to find full-text articles online from reference books, journals and newspapers, and educational videos.

Research Guides: Search our customized librarian-created research guides for resources on a specific course or subject.

Ask Us/Text a Question: Text, chat, or email questions to the library staff during business hours.

Easybib— Click on the link to sign up for a free account to use this online tool for help with creating, organizing and printing your citations.

Library Homepage Resources

Borrowing Items

Your Gateway ID card serves as your library card and is required for borrowing items. Items may be renewed by phone, online through the library’s website, or in person at the Service Desk.

—Books from Gateway or any CSCU library can be borrowed for 4 weeks.
—Reference books and most reserve items are for use in the library only.
—DVDs can be borrowed for 2 weeks.
—Print magazines/journals can be borrowed for 1 week.
—Faculty may check out items for the semester.

Self Check-Out

There are 2 self-service checkout stations located at the Service Desk. Just follow the instructions on the touch screen to check out items on your own!