

## RESOURCES: 24/7/365

### Mission Statement

Mission Statement The mission of the Oveta Culp Hobby Memorial Library is to help patrons develop the information literacy competencies to enable them to achieve success in their academic pursuits and to become effective, lifelong information users. Equally, the library supports the instructional and research needs of CTC faculty and staff, and to include the diverse population of the campus and the surrounding community.

### Connecting to the Library

The Library's web page is your portal to all of the library's services at [www.ctcd.edu/academics/library](http://www.ctcd.edu/academics/library). A librarian is available to answer all of your research information questions during library hours



Ask-a-Librarian Graphic E-mail service is offered 24/7/365 days a year.



**Live Chat and Text** available during the library's open hours. Library users can ask questions and receive an immediate response.  
Text: 254-400-2275

All services offered at Hobby Memorial Library are available virtually and in person.

### Seminars

Faculty may request a customized seminar tailored to instructional needs and assignments by completing the online Request-a-Seminar form. Types of seminars available are:

- In-Person – Held at the library in Room 209
- In Classroom – Held in the instructional classroom
- Virtual – Conducted through the Internet
- Recorded – Recorded seminars available 24/7/365
- Specialty – Specific topics e.g., Plagiarism, using MLA and APA styles

### Writing Center – Room 105

Assistance for all aspects of research and paper writing. Four computers are available for use. There is a collection of writing reference materials, work space for individuals and groups, and two private study rooms. This service is available by walk-in, phone, virtually via WebEx or Blackboard, and by appointment. For more information, call the Library at 254-526-1621 or email us at [ReferenceRequest@ctcd.edu](mailto:ReferenceRequest@ctcd.edu).

### Research Paper Review

Current CTC students may submit papers for review and citation help via the library's homepage by clicking on the Research Paper Review at [www.ctcd.edu/academics/library/research-assistance-paper-review-service/](http://www.ctcd.edu/academics/library/research-assistance-paper-review-service/).

## FOR STUDENTS OF THE REAL WORLD.

**Library Hours  
(Central Standard Time)**  
**Monday & Thursday**  
7:30 am – 9:00 pm

**Tuesday & Wednesday**  
7:30 am – 7:30 pm

**Friday (Fall and Spring)**  
7:30 am – 11:30 am

**Friday (Summer semesters)**  
Closed

**Saturday**  
Closed

**Sunday**  
12:30 pm – 7:30 pm

*Multimedia Lab closes 15 minutes  
before the library closes*

**WWW.CTCD.EDU**



Central Texas College is a not-for-profit Texas public higher education institution accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Texas College.

Central Texas College District is an Affirmative Action/Equal Opportunity Educational Institution. Minorities and females are encouraged to apply.

## LIBRARY & INFORMATION SERVICES

OVETA CULP HOBBY  
MEMORIAL LIBRARY



## FOR STUDENTS OF THE REAL WORLD

2022-2023

Oveta Culp Hobby Memorial Library  
Building 240, Central Campus  
P.O. Box 1800, Killeen, TX 76540-1800  
Phone: (254) 526-1621  
[www.ctcd.edu/academics/library](http://www.ctcd.edu/academics/library)  
[ReferenceRequest@ctcd.edu](mailto:ReferenceRequest@ctcd.edu)



# WE ARE HERE WHEN YOU NEED US!

## PUBLIC SERVICES

### Information Resources

All library resources are available via our webpage at [www.ctcd.edu/academics/library](http://www.ctcd.edu/academics/library)

- Searching the library's online catalog and 85 databases allows access to the Access to 39,300+ print books, 85 databases for 446,000+ full text articles, e-books, and streaming videos.
- The ILL department can locate books and journal articles which are not owned in CTC's collection. Using the catalog's Libraries Worldwide filter, items that are "Held by Other Libraries Worldwide", click on the item's title. Under Check Availability click on the "Request Item through Interlibrary Loan" button to submit a request.

### Learning Commons

- The library has a collection of scholarly, trade, and popular periodicals for browsing within the library.
- Users can collaborate in the large, open area or comfortable individual study chairs.

### KIC Scanner

- The KIC Scanner is a free service which enables users to scan various materials.
- Scanned items can be saved as .JPG, .PDF, or MP3 (Audio) file formats.
- Items can be emailed or saved to a USB thumb drive.

### Study/Presentation Rooms

- Study rooms can be reserved by filling out the Room Reservation form on the library's home page.
- Users without a reservation will be accommodated on a first come, first serve basis.
- Users must provide a current CTC or government issued picture ID to check out a study room.

### Circulation Services

- Your CTC ID card serves as your library card.
- For students, library privileges are valid until the last day of the semester they are enrolled.
- Failure to return books on time can result in charges placed against your library account, including holds against registration, transcripts, and graduation.
- Reserve Materials, including textbooks, instructional support items (lecture notes, tests, etc.).
- A faxing service is available at a cost of 50 cents per page.
- A laminating service is available during business hours at a cost of 50 cents a foot.

### Multimedia Lab

- The library has over 30 computers available for use. Priority is given to patrons with a current CTC ID.
- Laptops and iPads can be checked out from the computer lab for use within the library building.
- Children under the age of 16 are not allowed in the lab.
- Printing and photocopy costs are 25 cents a page.
- Wi-Fi is available throughout the library.

### Reference Services

- Assistance with research inquiries in-person, by phone, email, text and chat.
- Emailed inquiries are responded to within 24 hours of receipt, including holidays, and breaks when the library is closed.

### ADA Compliant Resources

- ADA compliant computer workstations are available throughout the library.
- Vision impaired software ZoomText is installed on designated computers.

### Events

- Check our webpage for free, open to the public events held throughout the year in the library.
- A variety of exhibits are displayed in the Art Gallery throughout the year.

### Byways

- *Byways: Journal of Arts and Letters* features the best original creative student submitted works of: ceramics, drama, drawing, jewelry, metal working, music lyrics, nonfiction, photography, poetry, pottery, sculpture, short fiction, and wood working.
- All currently enrolled Central Texas College students worldwide can submit their writings and art for publication consideration.
- Requirements for eligibility are the artist or writer must be enrolled at CTC during the submission period. (September through February).
- Finalists will be announced during a spring unveiling event held at the library.
- Finalists' works will be published in the annual *Byways: Journal of Arts and Letters*.
- For more information about Byways, or to submit works consideration, email the library at [Byways@ctcd.edu](mailto:Byways@ctcd.edu).