



## Things to Know

### Research Help

Librarians are available to help you with your library or research needs. Librarians are at the Research Help desk during library open hours.

### Children in the Library

Children accompanied by their Grown-Ups are welcome in the library. There is a collection of children's books and toys to keep your little ones busy available near the Circulation Services desk.

### Study Areas

There are quiet study areas in the library. They are located near the windows and have signs. There are 3 rooms that can be used as group study areas or quiet areas. They are located at the end of the ramp. You can reserve these rooms by writing your name on the sign-up sheet on the door.

### Tutoring and the Writing Center

Get help with your writing, math, and science assignments, and **job cover letters, resumes, and scholarship applications** from the tutors in Dye Learning Center. You can also get tutoring online:

[www.clackamas.edu/academics/academic-support/tutoring-services](http://www.clackamas.edu/academics/academic-support/tutoring-services)



## Technology

### Computers

Computers are available for use in the library and in the Academic Computer Lab. They are available on a first come, first served basis.

### Printing

Students can print for free from the computers in the library or computer lab. Use your Clackamas email address and password to access to print.

### Scanning

Scanning is available for free in the library. You can scan material and send it to yourself in an email, print it, or save it to a USB flash drive.

### Copying

Copying is free. Use your Clackamas email address and password to copy using the copy machines in the library.

## Community Borrowing Card

Your friends and family that live in Clackamas County can also use CCC Library, even if they are not students here! Have them ask at the Circulation Services desk for more information about signing up.

### Contact Us

**CCC Library**  
19600 Molalla Ave.  
Oregon City, OR 97045

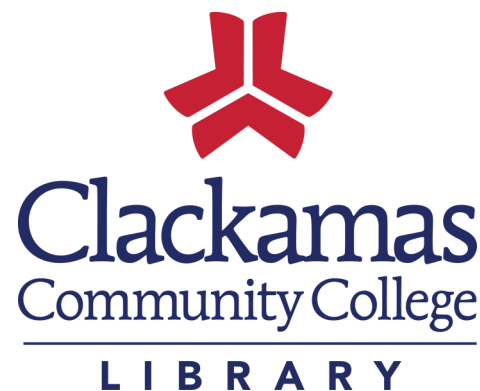
**Research Help**  
(503) 594-6042  
[reference@clackamas.edu](mailto:reference@clackamas.edu)

[library.clackamas.edu](http://library.clackamas.edu)  
24/7 chat on our website

**Circulation Services**  
(503) 594-6323  
[circ@clackamas.edu](mailto:circ@clackamas.edu)

# GED and Adult Programs Library User Guide

An overview for using CCC Library



Find more information and books on the Adult Basic Education / GED library website:  
[libguides.clackamas.edu/GED](http://libguides.clackamas.edu/GED)

Or scan this QR code with your phone:



# Adult Skills, GED Resources

CCC Library supports your goals! We have **free** computer, career, and GED resources.

## Computer Skills

**Northstar Digital Literacy** is a suite of online, self-paced digital literacy assessments and tutorials. Build knowledge and skills around navigating the Internet, using Microsoft Office and Google Docs, and searching for career and job information. También disponible en español.

Ask a librarian to help you sign up for a free account, or scan this QR code with your phone to get started:



## GED and Career Licensure Study Material and Practice Exams



Core Math and Science Skills

Build your skills in these essential subject areas.



High School Equivalency Center

Guided support and preparation to help you earn a high school equivalency credential.



Career Preparation

Achieve your job and career goals and get ready for future success.

**PrepSTEP** is an online career and academic support tool. Build skills around job preparation, career advancement, college readiness, academic success, and skills mastery in math, reading, writing, and computing. Includes practice tests and study material for the GED and professional licensing exams. También disponible en español.

# Explore CCC Library!

When you are done looking at books, put them on a blue cart. We will put them away for you.



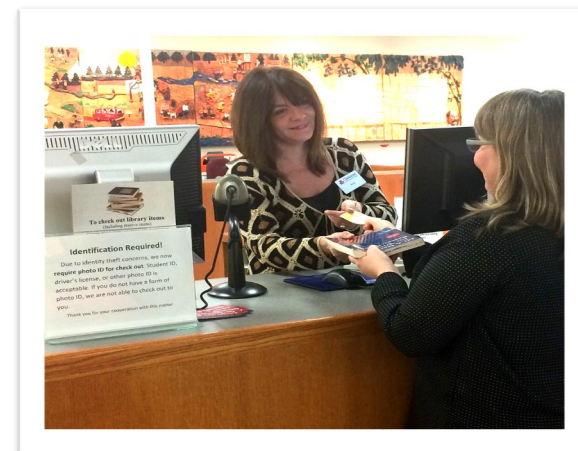
Books in the general circulating collection are on the shelves in the lower library area. We also highlight special collections around the library, including:

- **Young Adult Fiction.** Looking for something fun to read? Find our Young Adult (YA) and best sellers in the PZ section.
- **Children's books.** We have children's books located near the Circulation Services desk. Multi-lingual books are marked with a sticker.
- **Graphic novels and comic books.** Fiction graphic novels are located in the lower library area by the lounge / couches; non-fiction graphic novels are located throughout the general collection.
- **Let us be your office!** Headphones, USB drives, calculators, and phone and laptop chargers are available at the Circulation Services desk.

## Checking Out Books

To borrow and bring home (check out) items, bring them to the desk under the Circulation Services sign. Check out books for 6 weeks.

You need a photo ID to check out all items.



## Returning Books

Return books, including Course Reserves, to the Circulation Services desk or in the "Book Return" slot on the left as you enter Dye Learning Center.

If the library is closed, return the books in the metal drop box behind Dye Learning Center on the Oregon City campus, or in front of Harmony East on the Harmony campus.



It is okay if your book is a little late! Please return it as soon as you can.

You will be charged money for books that are more than 6 weeks late. If you lose a book, talk to library staff before 6 weeks have passed.