



Faculty & Staff Support Guide

The library has created a guide with links to resources, library tutorials, forms for updating your library account and putting materials in Course Reserves, and much more.



Faculty & Staff Support Resources & Services

Library Materials — Search **GIL-Find** to find books, eBooks, journals, eJournals, streaming films, and other materials in our library's collections or at other USG institutions. Faculty/staff library accounts must be updated each year, and the due date for all materials is June 30. Update your account online or use a form at the Help Desk.

Course Reserves — **Course Reserves** are at the Help Desk and are arranged by Call Number. Materials are cataloged in GIL-Find by title, author, instructor, or course, and may be checked out for two hours for use inside the library. Fill out a form online for each item or use a paper form available at the Help Desk to place materials in Course Reserves. See Karen Haven for help.

Technology — In addition to **computers** and **printers**, the library has a **One-Button Studio+**, **3D printers**, **scanners**, **Chromebooks**, **cameras**, and more. The **Active Learning Room** has three Ricoh interactive flat panels/monitors, the **Computer Lab** has a projector, and all study rooms have Samsung Flips. Check out our guides at <https://libguides.ccgga.edu/tech>.

Room Reservations — Gould Library in Brunswick has spaces that may be reserved by students, faculty, and staff, for group study or meetings. In addition, faculty/staff may reserve the **Computer Lab**, **Active Learning Room** and the **Conference Room**. Find the link in the online Faculty & Staff Support Guide. See Michele Johnson if you have questions.

Archives and Special Collections — Coastal Georgia's Archives and Special Collections are managed by Lynda Kennedy. Contact her for information about accessing these resources.

Leisure Reading — Our **McNaughton Collection** includes new bestsellers from graphic novels to thrillers and nonfiction. Find them in the Leisure Reading section. We welcome recommendations. See Cary Knapp for details.

The Faculty & Staff Support Guide has a form for requesting Bibliographic Instruction and other support for your students. (See the QR code above.)

<https://libguides.ccgga.edu/facultysupport>

Fall Hours

Library hours change during holidays, breaks, finals week, and between semesters. Check social media (@ccgalibraries) or our webpage for updates.

Gould Memorial Library

One College Drive
Brunswick, Georgia
912-279-5874

Mon-Thu	8 am-10 pm
Fri	8 am-5 pm
Sat	1 pm-5 pm
Sun	5 pm-9 pm

Camden Center Library

8001 Lakes Boulevard
Kingsland, Georgia
912-510-3331

Mon-Thu	9 am-4 pm
Fri	9 am-1 pm
Sat	Closed
Sun	Closed

Online Orientation

The **Online Library Orientation** help students, faculty, and staff navigate the library and its online resources. If you assign the Online Library Orientation for a grade in your class, we can give you a report listing the students who participated and their grades on the post-test. Find the link in the Faculty & Staff Support Guide.



More Resources & Services

Catalog – GIL-Find is the library catalog, a database of all of the materials we own. Students, faculty, and staff each have a GIL-Find account for requesting and renewing materials. Log in with your college credentials. GIL-Find includes books available at other University System of Georgia institutions. (Simply broaden your search to include USG in the GIL-Find search window.) This service is called **GIL Express**. Request books in person at other USG schools or online using your GIL-Find account. Ask a librarian for help.

GALILEO – GALILEO is a portal to more than 100 databases of periodicals and scholarly journals, as well as eBooks and eJournals, maps, newspapers, photographs, historic documents, streaming films, and more. Find the link on the library's webpage.

Research Guides – Research Guides or LibGuides are webpages curated by librarians. Guides focus on specific courses, programs, or on general interest topics. Some offer tips on research and other academic topics. Librarians are eager to work with faculty to create custom guides. Contact Michele Johnson for help.

Interlibrary Loan – ILL is a service available for borrowing books and articles that are not available at Coastal Georgia or within the University System of Georgia (GIL-Find/GIL-Express), in GALILEO, or on the internet. Use the request forms on the library's webpage or in GALILEO. Contact Karen Haven for more information.

Coastal Scholar Repository – The repository facilitates access to the research, creative works, publications, and teaching materials of Coastal Georgia faculty, research, staff, and affiliated contributors. Find the link on the library's webpage. Contact Lynda Kennedy for more information.

Free Subscriptions – The Chronicle of Higher Education and **The New York Times** are available online for faculty and staff, courtesy of the library. Students also may access *The New York Times* online at no charge. Links to instructions are on the Faculty and Staff Support webpage.

After-Hours Help – The Question Center is one of several ways librarians answer questions after hours. Find it at libanswers.ccga.edu, along with our **FAQs**, **Live Chat** (available 24/7), email, text and telephone numbers.



Get the Ask a Librarian App and connect to library resources with your mobile device.

<http://askalibrarian.ninja>

Library Staff

Gould Memorial Library Brunswick, Georgia

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Librarian

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Library Events

The library offers workshops on research throughout the semester. However, we are also available for one-on-one help in person, by phone, email, live chat, or virtually in Teams. If you have a student who needs help with research, encourage them to make an appointment to work with a librarian.