

**BOWLING GREEN  
TECHNICAL COLLEGE (BGTC)**

**Main Campus Library**

1845 Loop Drive, Building C, Room 28  
Bowling Green, KY 42101  
901-1026

**Library Hours:**

Monday & Tuesday: 8 am—7:30 pm  
Wednesday & Thursday: 8 am—5:30 pm  
Friday: 8 am—4 pm

**BGTC Glasgow Campus  
Learning Resource Center**

129 State Avenue, Building 3, Ground Floor  
Glasgow, KY 42141  
*Non-circulating collection.*  
*Open during regular campus hours.*

**BGTC Transpark Center**

Resource Center/Computer Lab  
221 Commonwealth Blvd., Room 102  
901-1225  
*Non-circulating collection.*  
*Open during regular campus hours.*

*Holiday and interim hours may vary.*

**WESTERN KENTUCKY  
UNIVERSITY LIBRARIES**

**Helm-Cravens Library**

1906 College Heights Blvd. #11067  
Bowling Green, KY 42101-1067  
Circulation Desk: 745-3951  
Reference Desk: 745-6125

**Reference Desk Hours:**

Monday-Thursday: 8 am—9 pm  
Friday: 8 am—Midnight  
Saturday: Noon—Midnight  
Sunday: 1 pm—10 pm

**Glasgow Regional Center Library**

500 Hilltopper Way  
Glasgow, KY 42141  
659-6911

*Non-circulating collection.*

*Courier service to WKU Libraries.*

**Library Hours:**

Monday-Thursday: 9 am—7 pm  
Friday: 9 am—1 pm  
Saturday: 8 am—12 pm

**WKU Library is a 'Partner Library' with BGTC.**

**BLACKBOARD HELP AND SUPPORT**

Contact the Help Desk if you have any questions or problems with how to use Blackboard (Bb) or your email.

Use the contacts listed below for assistance during times when the library is not open.

**KCTCS 24/7 HELP DESK**  
**Toll Free: 1-866-590-9238**

<http://d2.parature.com/ics/support/default.asp?deptID=8008>

Connect with a Bb support representative through Live Chat, submitting a Ticket or by calling the toll free number.

**KYVC CALL CENTER/HELP DESK**  
**Toll Free: 1-877-740-4357**

Monday—Thursday 8 am— 6 pm  
Friday 8 am—4:30 pm  
(Eastern Standard Time)

[https://help.kyvu.org/cgi-bin/kyvu.cfg/php/enduser/std\\_alp.php](https://help.kyvu.org/cgi-bin/kyvu.cfg/php/enduser/std_alp.php)

KYVC Call Center answers questions about courses and minor Peoplesoft issues.

**LIBRARY INSTRUCTION**

BGTC library staff provide instruction in using library resources for research.

Sessions can be tailored to specific assignments and classes.

If possible, these sessions are scheduled in a computer lab so students will have hands-on experience.

Contact **Cindy Gaffney** at **901-1095** to schedule a session. Please give 2 weeks notice.

**Bowling Green  
Technical College  
Library**



**FACULTY  
& STAFF  
GUIDE**

**HELP DESK**  
**270-901-1026**

**FAX**  
**270-901-1137**

**EMAIL**  
[bg-libraryinfo@kctcs.edu](mailto:bg-libraryinfo@kctcs.edu)

**WEB SITE**  
[www.bowlinggreen.kctcs.edu/lrc](http://www.bowlinggreen.kctcs.edu/lrc)

# One Stop Information Resource!

## LIBRARY CATALOG

- **KCTCS Catalog**  
<http://opac.kctcs.edu>  
(Limit search to Bowling Green TC)  
Includes all NetLibrary titles.
- **WKU Catalog (TOPCAT 2000)**  
<http://www.wku.edu/Library/tip/>

## CIRCULATION SERVICES

### LIBRARY CARDS

Library cards are FREE to BGTC faculty and staff. Contact **Tomie Walters** at **901-1025** for more information or to request a card.

### LOAN POLICY FACULTY

- Reference Books: 14 days
- Books: 90 days
- Sound Recordings: 14 days
- DVDs/Videos: 14 days
- Reserve Materials: 2 hrs, 1 or 7 days

### STAFF

- Books: 14 days
- Sound Recordings: 14 days
- DVDs/Videos: 5 days
- Reserve Materials: 2 hrs, 1 or 7 days

### RENEWAL POLICY

Items may be renewed one time if a hold has not been placed on it.

### RESERVES

Contact **Tomie Walters** at **901-1025** or the Help Desk for Main Campus Reserves. Allow at least one week for items to be put on Reserve. Faculty have the option to limit the checkout to **2 hours** in the library or overnight for **1 day** or **7 days**.

## LIBRARY SERVICES

### BLACKBOARD & EMAIL ASSISTANCE

Library staff can assist with email questions and password resets.

### COMPUTERS

18 computers are available in the library with Internet and MS Office products.

### DATABASES

Databases provide peer-reviewed and full-text articles from journals, magazines, newspapers, reference materials and multimedia sources.

- **CREDoreference**  
(Available Off Campus)  
⇒ Atlases, Biographies, Dictionaries and Encyclopedias
- **INFOTRAC**  
(Available Off Campus)  
⇒ Academic OneFile  
⇒ Expanded Academic ASAP  
⇒ Health Reference Center Academic  
⇒ Health & Wellness Resource Center  
⇒ Opposing Viewpoints Resource Center
- **Kentucky Virtual Library (KYVL)**  
(Available Off Campus)  
Call Help Desk for Username & Password  
[www.kyvl.org](http://www.kyvl.org)  
⇒ EBSCOhost  
⇒ Grolier Encyclopedias  
⇒ Literary Reference Center  
⇒ Proquest  
⇒ HW Wilson Biographies
- **NetLibrary** (Electronic Books)  
(Available Off Campus-Must create a free account on campus first.)  
[www.netlibrary.com](http://www.netlibrary.com)

## PERIODICALS

The library subscribes to a number of journals and magazines as well as the newspapers:

*Bowling Green Daily News & USA Today.*

## REFERENCE BOOKS

General and subject specific encyclopedias, dictionaries, atlases, almanacs are located in this non-circulating collection. See library staff to have an article photocopied.

## REQUEST LIBRARY MATERIALS

- **BGTC Library Materials Request Form**  
Request books, periodicals, audiovisual items for purchase/subscription consideration. Form is available on the web and at the Help Desk.
- **WKU Library Request Form**  
Faculty & staff can request books from WKU libraries. Books can be picked up and dropped off at the Help Desk. [Form](#) is available on the web and at the Help Desk.
- **Interlibrary Loan Service**  
All other interlibrary loan service is provided by the Bowling Public Library. You must have a BGPL Library Card to use this service.

## RESOURCE GUIDES

Resource guides are available on the library's website for various programs and courses. To request a resource guide or to make changes to a current resource guide, contact **Cindy Gaffney** at **901-1095**.