

## Quickstart to Library Services for Cambridge College Students

Welcome to Cambridge College! Before long, you will get assignments requiring library research.

**Cambridge College Online Library (CCOL)** provides an extensive collection of full-text articles from thousands of scholarly journals and books, live reference librarian support 24 hours every day, and instruction and resources for doing research in all our subject areas. It's free and always available for all currently registered students.

**IMPORTANT: Use only the Internet Explorer, Firefox, or Safari browsers. CCOL may not work with others.**

- To enter and use the Cambridge College Online Library
  - Log in to your individual homepage on the MyCC portal
  - Click the **Library** tab and you should get the page below (your other tabs may be different):

The screenshot shows the MyCC Portal interface. At the top, there is a navigation bar with tabs: Home, Academics, **Library**, Student Services, Academic Resources, Advising, Faculty, Tutorials, Resources, Strategic Planning, and Personal. Below the navigation bar, there is a welcome message for 'Maida Tilchen'. The main content area is titled 'Library' and contains three columns. The center column has a link for 'Cambridge College Online Library' which is underlined. To the right, there is a section for 'Gutman Library Information' with text about library access and a link for 'Special Borrower Card Online Application'. A red arrow points to the 'Library' tab, and a green arrow points to the underlined link in the center column.

- Click the underlined "Cambridge College Online Library" link in the center column
- **When you see the CCOL home page below, you are in the CCOL!**

The screenshot shows the CCOL home page. At the top, there is a navigation bar with 'CAMSTUDENT | PROFILE | LOG OUT' and 'Home Page'. The main content area is titled 'Search Cambridge College Journal and Book Databases' and contains a search bar with a 'GO' button. Below the search bar, there are four search boxes for 'Education', 'Management', 'Medical', and 'Counseling/Psychology', each with a 'GO' button. At the bottom, there are two sections: 'Research by Subject Help' and 'Instructions'. The 'Research by Subject Help' section lists recommended sites and resources for Education, Management, Undergraduate, Counseling/Psychology, Medical and Science, and Additional Subjects. The 'Instructions' section lists 'How to Use CCOL Handbook', 'CCOL Instruction Slide Show', 'Tutorials for each database', 'Instructions in Other Languages', and 'FAQs'.

If you do not get to the page above, please call Cambridge College Technical Support at 1-800-877-4723 x 1159 or see info at <http://www.cambridgecollege.edu/information-technology>

Click here for instructions, including the *How to Use Cambridge College Online Library Handbook*

Click the Traditional Libraries button for information about academic libraries near where you live..

Click the other buttons on the left for help with Research; Writing/Reading; and much more.

The screenshot shows the Cambridge College Online Library interface. On the left is a vertical navigation menu. The main area contains search boxes for various subjects and a 'Research by Subject Help' section with a list of categories. A red arrow points to the 'Traditional Libraries' button in the menu, and a blue arrow points to the 'Research by Subject Help' section.

Click your program in the box “Research by Subject Help” for resources in CCOL and on the public web to start your research.

If you want help locating an appropriate traditional library in your locality, or for further questions about Cambridge College library resources and services, contact Anthony Viola, Project Manager for Library Services at [library@cambridgecollege.edu](mailto:library@cambridgecollege.edu) 617-873-0156