Library Services

The OCtech Library's goal is to provide resources, services, and information in support of the personal, academic, and professional goals of students, faculty, and staff at OCtech. The Library's resources are accessible both on and off campus, through OCtech's website and D2L. Library resources include electronic databases, print and electronic books, DVDs, PASCAL Delivers, magazines, journals and newspapers, workshops, study space, computers and streaming content.

The Student Success Center is also located within the library, providing tutoring and academic support to students.

Resources and services provided by the Library include but are not limited to the following:

Online Catalog

Accessible from the Library's homepage, the online catalog provides a means to search for books, ebooks, newspapers, magazines, journals, and videos. Electronic books are accessible from our online catalog by limiting search results to ebooks or by accessing links that lead directly to ebook databases. Like all of the Library's other library databases, ebooks are available both on and off campus (off-campus use requires signing in with a current OCtech ID number).

Also available through the library's online catalog are research databases, Libguides, PASCAL Delivers, individual library accounts and the ability to renew items that have been checked out.

eBOOKS (electronic books)

The library provides access to ebooks through an online catalog search or through links to ebook databases. Ebooks can be accessed by choosing the "ebrary" or "ebook collection" icon after searching the online catalog, or by choosing an ebook database from the alphabetical list of databases. All ebooks are full text and are available both on and off campus (off-campus use requires signing in with a current OCtech ID number).

PASCAL DELIVERS

PASCAL (Partnership Among South Carolina Academic Libraries) is a consortium of all South Carolina academic libraries, offering cost effective options for print and electronic resources. PASCAL Delivers is a free resource enabling students, faculty and staff of South Carolina colleges and universities to search for and request books from academic libraries in South Carolina. This resource is available through the library's online catalog or it can be accessed directly from the library's homepage. Borrowed material generally arrives within three to four days and can be checked out for 4 weeks.

Electronic Databases

The Library provides access to electronic databases covering a wide range of subject areas and formats, including articles, videos, primary sources, and ebooks. Databases are provided through a combination of agreements with DISCUS (Digital Information for South Carolina Users) and PASCAL (Partnership Among South Carolina Academic Libraries) or are purchased directly by OCtech. Library databases are available both on and off campus to current OCtech students, faculty, and staff through the library's website (off-campus use requires signing in with a current OCtech ID number).

Laptops

OCtech students, faculty and staff can check laptops out for a limited time. All laptops have wireless internet access and the Microsoft Office suite. Laptops can be checked out for two weeks with one additional renewal of two weeks.

Library Instruction

The Library staff provides information literacy sessions to classes based on specific assignments. The goal of these sessions is to help students learn how to access library resources and how to apply them to their assignments. Information literacy sessions are scheduled by faculty and a lesson plan is developed cooperatively between the faculty member and the library instructor. Students may also participate in an online library orientation using the LibGuide process below. A link to the LibGuides is available 24 hours a day via D2L and the Library webpage.

LibGuides

Available through the Library's website, LibGuides provide information and resources for specific courses, classes or assignments. Content in LibGuides can include databases, videos, links to web content, documents, and any other content relevant to students' educational careers. A LibGuide is also available to orient students on how to use library resources. LibGuides are available on and off campus through the Library's website.

Printing, Copying, and Scanning

The library has a multifunction printer that serves as a copier, printer, and scanner. Copies and printed pages are $.10/page. There is no cost for scanning, but all scanned documents must be saved to individual flash drives.

The library also has the ability to laminate letter to poster size documents (cost varies according to size).

Computers

The library has 32 general use computers with internet access and software required for OCtech students.

A computer lab is also available that is open to students, faculty, and staff on a first come first served basis. Reservations for computer lab use can be made by instructors for their classes. If all computers or study rooms are in use, students can use the computer lab's computers or as a quiet space.

Study Rooms

Five study rooms are available for students, faculty, and staff to use on a first come first served basis. Study rooms can seat up to 6 people at one time.

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, accommodations to serve students with disabilities are available in the library.

Contacting the Library

In addition to the Library's published hours of operation, the library can be reached through D2L or the Library's website. Methods of contact include email, phone, chat and ZOOM. Hours of virtual operation and availability are also posted on the website.