

## Library Services

The mission of JCC's libraries on the Jamestown and Cattaraugus County campuses is to serve as information centers and to participate in JCC's educational program by collecting, making readily available, and assisting in the use of print, non-print, and electronic resources needed by students, faculty, and staff. Group instruction, study guides, and individual reference services are employed to accomplish this. The library is an integral part of the instructional system.

The goals of JCC's libraries are:

- to acquire, produce, and organize for use a collection of materials which reflects the needs of the college;
- to provide assistance and services to the students, faculty, and staff in the effective use of learning resources;
- to use and maintain current technology in the library program;
- to maintain a liaison with local, state, and national organizations for coordination and exchange of resources, services, standards, and ideas; and
- to evaluate on a continuing basis all library services and activities for efficiency and effectiveness.

Both libraries are members of the SUNYConnect online library system, utilizing ExLibris Aleph 500 for their online library catalog. The library catalog is available from any Internet connected device.

The libraries are also members of the NYLINK and OCLC networks which provide cataloging and interlibrary loan services.

The Hultquist Library on the Jamestown Campus and the Cattaraugus Campus Library share a commitment to "acquire, produce, organize, and provide access to a collection of materials which reflect the needs of the college." Present collections exceed 80,000 book and media titles. In addition, several hundred reference books are available online through subscription databases.

Both libraries maintain current periodicals collections in the traditional print format and subscribe to more than 50 cross-disciplinary databases. These proprietary databases provide library users with access to full-text articles from thousands of magazines, journals, newspapers, and books. Using their JCC logins, JCC students, faculty, administration, and staff can connect to the library's online resources from any Internet-connected computer, regardless of time or location.

JCC's libraries provide full reference service to students and extend traditional services to include telephone and email assistance. Both libraries also provide a variety of additional services including library instruction to classes, circulation, reserves, interlibrary loan, and AV services. Interlibrary loan requests may be placed online, and delivery services are expedited through a variety of mechanisms. All of the librarians hold master's degrees in library science as does the director, and all of the technical and clerical staff have bachelor or associate degrees.

JCC's libraries implemented the SUNY-wide automated library management system Ex Libris in 2003, and its web-based catalog provides easy access to all SUNY libraries.

The library facilities have undergone recent renovation and expansion. Workstations in the libraries provide access to library resources, the Internet, and Microsoft Office. In addition, library classrooms include workstations for hands-on instruction and research activities. Wi-fi connections enable students to work from laptops and add flexibility to the use of library resources.

Besides the Hultquist Library, library services are also

available to students at JCC's Warren Center through the Warren Public Library. The facility, located at 205 Market St. in Warren, offers students and faculty the following services: Virtual Reference; PA Power Library electronic access to over 4,000 magazines and newspapers; WebCat online catalog access; Reference USA; e-mail access to library staff and public Internet access; and free basic Internet and bibliographic instruction.

Warren Public Library staff are also available to conduct student orientation sessions, tours, and reserve areas for instructional materials. For more information visit the library's website, [www.warrenlibrary.org](http://www.warrenlibrary.org).

Students at the North County Center have access to the State University of New York at Fredonia's Reed Library through SUNY's Open Access Program. JCC faculty can arrange orientation sessions and tours by contacting the Reed Library reference desk.

## Manufacturing Technology Institute

The Manufacturing Technology Institute, located across from JCC's Jamestown Campus, is a partnership between JCC and the Manufacturers Association of the Southern Tier. For more information on MTI's programs, call 716/483-1833 or visit the MTI website: [www.sunyjcc.edu/college-wide/mti/main.html](http://www.sunyjcc.edu/college-wide/mti/main.html).

### *MTI Mission*

The mission of the Institute is to provide services to businesses and individuals in the region in the form of hands-on manufacturing technical training and technology assistance.

### *MTI Vision*

MTI is the premier manufacturing skills training provider in the region. MTI is "the place" manufacturers think of first when they have a training need. MTI is a leader, working in cooperation with the public and private education system to define and implement a clear pathway of manufacturing technology training from grade school to a graduate degree. MTI builds partnerships with both public and private sectors to support this vision.

## **Continuing Education**

“Continuing education” covers a broad spectrum of programs and services that JCC offers to its communities. It provides the public with an open door to lifelong learning opportunities in higher education, professional and vocational advancement, personal development, and cultural enrichment.

Through its Center for Continuing Education, JCC administers a diversified program that includes professional certifications, job-related skill development, and personal enrichment opportunities. Modestly priced seminars and workshops of varying lengths are open to people of all ages. Programs are offered year-round at times convenient for adults. Numerous online courses and programs are also available.

In addition to regularly scheduled public offerings, the Center for Continuing Education at JCC’s campuses and extension centers administers numerous programs designed to serve specialized groups in the community. These are offered in cooperation with and often at the request of industries, governmental agencies, businesses, labor, and professional associations.

### **Continuing Education Units**

JCC offers Continuing Education Units (CEUs) for approved professional credit-free courses offered through the Center for Continuing Education. The CEU is a nationally recognized unit of measure for professional development used for career advancement. Each CEU is defined as 10 contact hours in an organized continuing education experience.

### **Customized Training**

The Center for Continuing Education acts as a liaison between JCC and area businesses bringing both college and community resources together to meet the needs of business for training and technical assistance. Training needs assessment and customized skills development programs are provided to employees at all levels from entry to upper management. Technical assistance is available to help companies improve processes to remain competitive. Staff also assists companies to secure grant funds to support costs for training and technical services.

### **Extension Centers**

JCC offers credit and credit-free courses at its extension centers. Registration for these classes is by mail, fax, phone, or by visiting the sites. The North County and Warren centers have “full service” offices where students can receive counseling, financial aid information, placement testing, and register for any JCC course regardless of where it is offered. Customized training is provided at both locations. Small business counseling services are available at the North County Center.

### **Kids’ College**

Courses oriented to young people ages 8-12 are available through the Kids’ College program. Individual courses and an all-day camp are available, depending on the site.

### **Personal and Professional Enrichment Courses**

Throughout the year JCC offers many short, non-credit courses in subject areas that include professional development, customer service, computer applications, basic skills, technology, and personal enrichment. Online courses are also available. Contact the Center for Continuing Education at any of its locations or visit [www.sunyjcc.edu/Jamestown/con\\_ed/index.html](http://www.sunyjcc.edu/Jamestown/con_ed/index.html) for a current course listing.

### **Small Business Assistance**

The Small Business Development Center provides management and technical assistance to start-up and small businesses. For additional information contact the SBDC at 1-800/522-7232 or visit [www.sunyjcc.edu/Jamestown/con\\_ed/index.html](http://www.sunyjcc.edu/Jamestown/con_ed/index.html).

### **Upper Division and Graduate Courses**

Through cooperative agreements with the State University of New York and private institutions such as Daemen College, Franklin University, and Houghton College, local residents can pursue bachelor’s or master’s degree work at JCC. Contact the Center for Continuing Education for more information.