What is ELIE?
ELIE is the Electronic Library and Information Environment. ELIE is the Knowledge Management (KM) environment of Salt Lake Community College (SLCC).

What is Knowledge Management?
KM is a method of categorizing and organizing institutional information and arranging it in a user-friendly fashion that is easily accessible, both online and in print. Having a KM system in place aids the SLCC community, both in day-to-day practices and in the accreditation process.

Why is Knowledge Management important to SLCC?
SLCC is a comprehensive community college with many different Schools, Divisions, and Departments. The people and processes in these areas generate a vast amount of data. Once the data is gathered, organized, interpreted, and made accessible, it becomes institutional knowledge. Having our institutional information and knowledge organized and accessible makes sharing information easy and makes reporting and updating our information an easier task.

What will I find in ELIE?
- **Ask ELIE**—A search platform that enables users to quickly and easily search for important information about the different majors and programs offered at SLCC.
- **Institutional Information**—Searchable collections of common SLCC forms and a detailed SLCC employee directory.
- **Library Resources**—The SLCC Libraries and Media searchable collections of curriculum-supportive resources. These collections include annotated Web 2.0 resource guides for each of the disciplines taught at the College and modules for helping students achieve academic and personal success.
- **Institutional Repository (IR)**—The SLCC Digital Collections provide access to a range of digitized materials. Serving as the digital archives of SLCC, the collections feature digitized archival documents, photographs, and other media from the SLCC Historical Archives that chronicle the history of the College. The collections also feature unique digitized resources to support teaching and learning at SLCC as well as SLCC faculty and student scholarly and creative works.
- **Reference and Instruction**—Access guides focusing on faculty and student resources, instructional services, citation manuals, student success modules, community resources, and general library information are offered here.

How do I find ELIE?
From the SLCC Home Page, click on the Library link. Go directly to: http://libweb.slcc.edu

How can I contribute or change information within ELIE?
Contact:
Dr. L. Tiffany Evans, Dean, School of Developmental Education and Library Services
801.957.4905
tiffany.evans@slcc.edu
Bibliographic Instruction, Information Literacy, and Technology Literacy Instruction
SLCC Libraries provide instructional services for classes, small groups, and individuals. Both general and discipline-specific instruction is available. Patrons have access to library professionals to assist with research and accessing resources during library hours in person and online.

To schedule an instructional session, please contact:
Your Campus Reference Desk
Taylorsville Redwood Campus: 801.957.4610       Jordan Campus: 801.957.6202
South City Campus: 801.957.3432       Miller Campus: 801.957.5412

Inter-Library Loan (ILL) - ILLiad
Inter-library Loan is available to SLCC students, faculty, and staff. ILL allows patrons to order items from libraries, locally, regionally, and nationally and have them delivered to an SLCC library or via email. SLCC ILL uses the software ILLiad for handling inter-library loan requests.

To access ILLiad, patrons need to go to: http://illiad.slcc.edu/illiad/logon.html. ILLiad will ask patrons for their mailing address, email address, phone number, and SLCC S-Number. The patron will then be prompted to create a login and password. After creating an account, a patron will be able to request items and manage his/her ILL account. Patrons will receive an email when their item(s) have shipped or if SLCC is unable to obtain the item(s).

For questions regarding ILL or the ILLiad software, please contact:
ILL Specialist
801.957.4196

Reserve Materials
The Reserve Collection supports the needs of students and faculty, by offering textbooks, articles, and other materials on reserve. Faculty members place items on reserve for short-term (four hour), in-house, and student checkout.

To place items on reserve, faculty bring materials to their home campus library circulation desk and provide the following information:

- Name
- Mailstop code
- Phone number
- Course name and number
- Return instructions
To renew material for subsequent semesters, please contact the Reserve Specialist.

For assistance or more information, please contact:

Reserve Specialist  
801.957.4605

eReserve  
eReserve offers students electronic access to reserve material. Faculty wishing to use eReserve must bring or fax materials to their home campus library. Materials are scanned into an Adobe PDF file and put online for easy and convenient student access. Students need a class password to access their class materials. To establish an eReserve account, please visit: http://ereserve.slcc.edu

Faculty members wishing to put reserve materials online must comply with Copyright laws. To learn more about Copyright laws, faculty are encouraged to review the information found at: http://www.slcc.edu/riskmanagement/docs/Copyright04.pdf

For assistance or more information, please contact:

eReserve Specialist  
801.957.4605
Patrons have remote access to library databases by using their SLCC ID number as their username and last four digits of their phone number as their password.

To remotely access databases go to: http://libweb.slcc.edu and select the DATABASES link in the upper right-hand corner. To access the Online Library Catalog for finding books and media titles, select the CATALOG link in the upper right-hand corner. The LibGuides provide resources for all of the areas of study offered at SLCC. You can access the LibGuides here: http://libguides.slcc.edu/.

Here is a list of the most popular databases:

- **EBSCO A to Z** search for journal titles to see if they are available online or in print at SLCC.
- **Art Full Text (WilsonWeb)** Full Text: 1997-
- **CQ Researcher** - Provides overviews of controversial issues, or pro and con topics.
- **EBSCOhost**
  - Academic Premiere - Scholarly
  - Masterfile Premier - Full Text, mainstream media
  - Business Source Premier - Full Text, Business
  - C.I.N.A.H.L. w. Full Text - Index to Nursing and Allied Health Literature
  - Communication and Mass Media Complete - Communication
  - Professional Development Collection - Education
  - Psychology & Behavioral Sciences Collection - Psychology
- **Education Abstracts** - Full Text
- **Encyclopedia Americana**
- **Encyclopedia Britannica**
- **Ethnic Newswatch (ProQuest)** - Full Text
- **Films on Demand Collection** - Large collection of streaming videos in many subject areas
- **JSTOR** - Scholarly articles in many subject areas
- **Opposing Viewpoints in Context** - Overviews on controversial issues
- **Proquest Newspapers** Full Text - Access 850 newspapers on general reference, social issues, health science, and business
- **SIRS Researcher** Full Text - Articles on general reference, social issues, health science, and business

**Other ways to find journal articles**

- Locate articles using the print periodicals in our collection.
- Use other academic libraries where members of the SLCC community have reciprocal privileges such as the U of U or BYU.
- Use the Inter-Library Loan system.
• **Abstract**: short description of a book, journal article, or other source.
• **Audiovisual**: items such as movies or CDs, etc. These are the same as media items.
• **Annotation**: note that describes or evaluates (rates) an item.
• **APA Style**: guidelines for citing articles, books, etc. From the American Psychological Association. See Citation.
• **Article**: short writings on a subject, such as what appears in magazines, journals or encyclopedias.
• **Bibliographic record**: description of a book, journal or other library materials. It may include author, title, publication information, the collation, and subject headings.
• **Bibliography**: list of sources on a subject. It may be published as a book, journal article, or pamphlet, or be included in a student paper. A bibliography may include citations of books, journal articles, web sites, etc.
• **Boolean terms**: connecting keywords that enable a more specific search in a database or catalog. These terms are: “and”, “or”, “not”. “And” narrows a search, “or” broadens, and “not” deletes item results.
• **Browser**: software computer program which allows for the searching of the world wide web. (Internet Explorer and Mozilla Firefox are two current examples. Netscape is a browser used in the 1990s.)
• **Call number**: numbers and letters assigned to each book, dvd or other item. The dewey decimal system call number indicates the subject of the book which allows similar books to be shelved together.
• **Catalog**: list of library materials which describes and indexes the resources of a collection or library, which is usually online, but can also be in a physical file such as a card catalog. Search it by title, author, keyword, etc.
• **Cataloging**: the way books are processed in a library which attaches the correct call number, labels, etc.
• **Check out**: to borrow library materials for a specified period of time. Most items at the SLCC libraries check out for 4 weeks.
• **Circulating**: material that can be checked out of the library. Some materials, such as reference, can not. **Circulation desk**: service desk where you may check out materials. Also provides reserve items.
• **Citation**: the basic information needed to find specific materials. For a book this information includes author, title, publisher, place of publication, and date. When the book is “cited” by another author, page number(s) may be included. For an article, the citation includes author, title, journal, date, volume, and pages.
• **Cross references**: instructions that lead to related information listed under other subjects or terms.
• **Database**: organized information in a form which is accessible by computer. Often used for journal articles. These are provided by database vendors such as EBSCO and ProQuest.
• **Dictionary**: book which gives the pronunciation and meaning of words. An unabridged dictionary is comprehensive in scope and will have more information. An abridged dictionary provides less information.
• **e-Book**: electronic book which must be read on a computer. SLCC has books from the Safari computer collection, Ebrary, etc. To access one of the e-books, click on the link for the web address in the program to bring up the complete book.
• **Encyclopedia**: work containing information on most subjects is a general encyclopedia. A subject encyclopedia is specialized and concentrates on all aspects of one subject or field. This source is good for overview or background information.
• **Entry**: citation or record in an index, catalog, or field.
• **Field**: category of information used in computerized indexes. Major categories are: author, title, source, and subject. Good databases allow the searcher to search for words within specific fields.
• **Full text**: the complete article or other type of publication. May not
include any image found in a printed periodical, unless it is in pdf format. (Portable document format which looks like the original scanned item.)

- **Heading:** word or phrase placed at the top of a catalog entry or index to indicate some special aspect of the material such as author, subject, title, etc.
- **Holdings:** materials owned by a library, which includes books, periodicals, audiovisual / media items, etc.
- **Index:** systematically-arranged list giving enough information for each item to be found.
- **Inter-library loan (ILL):** service that allows users in one library to borrow materials from another library. Sometimes a fee may be charged for this service. Allow enough time for mailing and processing.
- **Journal:** magazine which is usually considered more scholarly than a popular magazine. Journal articles usually contain footnotes and/or bibliographical references. Also known as a periodical.
- **Keyword searching:** database search using the main words in a record. (Does not include “of” or “the”)
- **Library of Congress:** the main U.S. Library in Washington, D.C., which provides the services of a national library although it is not official. The LC classification system is sometimes used by academic libraries. SLCC uses the Dewey Decimal System.
- **Library of Congress Subject Heading:** word or phrase which indicates a book’s subject. The online catalog uses terms from the library of congress subject headings (LCSH). These are very specific headings.
- **Link:** a hyperlink connection which leads to a site (location) on the world wide web. May be words or images.
- **Magazine:** periodical publication usually considered to be of more general or popular interest than a journal.
- **MARC format:** machine-readable cataloging. This format has been used for computer library records since 1966.
- **Media:** information in the form of videos, DVDs, slides, audiotapes, CDs, or similar items (sound & films).
- **Menu:** display (often computerized in libraries) where the user is offered a number of options from which to choose. For example, in the library online catalog the user selects the type of search desired: author, title, etc.
- **MLA Style:** guidelines for citing information from the Modern Language Association. Used mainly for english papers. See Citation.
- **Oversize:** large books shelved in a special location with bigger shelves.
- **OPAC:** another term for an online catalog. (An acronym for “online public access catalog”.)
- **Plagiarize:** to use the research, words, images, or ideas of another person without permission or without acknowledgement.
- **Primary source:** original material such as author, subject, title, etc.
- **Remote access:** connecting a computer to another remotely. This is used to connect with databases when not on campus.
- **Reserve:** materials a faculty member has decided to make available to a class and which are placed “on reserve” to be available for a limited period of time in a library. The reserve checkout at SLCC libraries is 4 hours. Some textbooks are available here.
- **Secondary source:** materials which are not original manuscripts, contemporary records, or documents.
- **Subject heading:** term or phrase assigned to materials which describes the subject. Most U.S. libraries, including SLCC, use Library of Congress Subject Headings. Subheadings make them more specific.
- **Subject searching:** a more precise way of searching using assigned subject headings.
- **URL:** uniform resource locator or address on the world wide web. The first part (http:// or hypertext transport protocol) is the protocol identifier, which indicates the “www” area of the internet. eMail, another part of the internet, uses the protocol “smtp”, which is built into most email addresses and not often seen.
- **Wiki:** web site that allows users to add or edit content in a collaborative way. Wikipedia is an example.
- **World Wide Web:** vast network of visual or other information on the internet, which includes text, images, sound, and movies. It began about 1990. The internet is much older than the “www” (it began about 1970) and gets its name from a shortened form of international network. Other parts of the internet include file sharing, email, and newsgroups. It actually began as a department of defense project in the cold war era.
**ONLINE LIBRARY RESOURCES**

ELIE (Electronic Library & Information Environment) contains searchable collections of curriculum-supportive resources. These collections include annotated resource guides for each of the disciplines taught at SLCC and modules for helping students achieve academic and personal success.

Another unique resource are the LibGuides, which are designed to help students and faculty access credible resources in their field of study. LibGuides provide access to research and journal databases, popular websites, Web 2.0 sites, and the SLCC Online Library Catalog.

ELIE is also home to the Library Blog, where students can access news, research tips, interesting facts, widgets, and other helpful tools.

**COMPUTER LABS**

The Taylorsville Redwood Campus InfoCommons Computer Lab is located on the main floor of the Markosian Library. This computer lab are open to all SLCC students and the community. The computer lab requires students to have a OneCard for printing and for checking out laptops.

**OUR COLLECTIONS**

SLCC Libraries have print books and periodical subscriptions, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, telecourse videos, and more. All library collections can be accessed through ELIE.

**INTER-LIBRARY LOAN (ILL)**

ILL provides SLCC students, faculty, and staff borrowing privileges at all Utah academic libraries. ILL also allows users to borrow materials from academic libraries across the country. Please contact the ILL Specialist at 801.957.4196 for more information.

**RESERVE**

Students have access to reserve class materials with the reserve collection in the library. Electronic Reserve (eReserve) is also available. eReserve provides online access to designated class materials. Students can access eReserve 24 hours a day from any Internet-enabled computer. For more information, please contact the eReserve Specialist at 801.957.4605.

**COMMUNITY RESOURCES**

As part of ELIE, we have created a community resource guide focusing on services and amenities available in the greater Salt Lake City area. These guides include restaurants, shopping, recreation, sports, arts & leisure, employment opportunities, government links, and general community information. SLCC is committed to being an integral part of the greater Salt Lake City community. We reach out to the community and welcome them to visit us, use our resources, and become a part of the College.

**ePORTFOLIO**

SLCC Libraries offer training and support for ePortfolios. Formal group training is offered every day during the first five weeks of every semester at the Taylorsville Redwood, South City, and Jordan Campuses. Additional individual training is available from the Refernce staff at each library. Group sessions can be scheduled by calling 801.957.4195.
South City Campus Library
Shop Bldg, Room130
1575 South State Street
Salt Lake City, Utah 84115

Phone: 801.957.3432

Regular Hours
Mon – Thurs: 7:30 am - 9:30 pm
Friday: 7:30 am - 3:30 pm
Closed weekends and holidays

Summer Hours
Mon – Thurs: 7:30 am - 8:30 pm
Friday: 7:30 am - 3:30 pm
Closed weekends and holidays

Break Hours
Mon – Thurs: 8:00 am - 4:30 pm
Friday: 8:00 am - 3:30 pm
Closed weekends and holidays

Jordan Campus Library
Health Science Bldg, 235
3500 West Wights Fort Road
West Jordan, Utah 84088

Phone: 801.957.6202
Fax: 801.957.6374

Regular Hours
Mon – Thurs: 7:30 am - 8:00 pm
Friday: 7:30 am - 3:30 pm
Saturday 8:00 am - 12:00 pm
Closed Sundays and holidays

Summer Hours
Mon – Thurs: 7:30 am - 8:00 pm
Friday: 8:00 am - 3:30 pm
Closed weekends and holidays

Break Hours
Mon – Thurs: 8:00 am - 4:30 pm
Friday: 8:00 am - 3:30 pm
Closed weekends and holidays

Miller Campus Library
MFEC Room123
9750 South 300 West
Sandy, Utah 84070

Phone: 801.957.5412

Regular Hours
Mon – Thurs: 8:00 am - 8:00 pm
Closed weekends and holidays

Summer Hours
Mon – Thurs: 8:00 am - 8:00 pm
Closed weekends and holidays

Break Hours
Mon – Thurs: 8:00 am - 4:00 pm
Closed weekends and holidays

Taylorsville Redwood Campus
Markosian Library
4600 South Redwood Road
Salt Lake City, Utah 84123

Phone: 801.957.4602
Fax: 801.957.4414
Administration Office: 801.957.4195

Media Services
Phone: 801.957.4199
Fax: 801.957.4159

Regular Hours
Mon – Thurs: 7:30 am - 9:30 pm
Friday: 7:30 am - 6:00 pm
Saturday: 9:30 am - 6:00 pm
Closed Sundays and holidays

Extended Hours (during final exams)
Mon – Thurs: 7:30 am - 11:00 pm
Friday: 7:30 am - 7:00 pm
Saturday: 9:30 am - 7:00 pm
Closed Sundays and holidays

Summer Hours
Mon – Thurs: 7:30 am - 8:30 pm
Friday: 7:30 am - 5:00 pm
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Friday: 8:00 am - 3:30 pm
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INTER-LIBRARY LOAN (ILL)

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RESERVE

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MEDIA SERVICES & ELECTRONIC CLASSROOMS

Many SLCC classrooms are technology enhanced and feature computer and video equipment, document cameras, and projectors. Faculty can receive training on how to most effectively use these classrooms by calling the eClassroom Help Desk at 801.957.3888. To reserve additional equipment, faculty should contact their campus Media Department. In order to guarantee availability, please reserve equipment at least 24 hours in advance.

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INFORMATION LITERACY TRAINING

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South City Campus Library
Shop Bldg, Room 130
1575 South State Street
Salt Lake City, Utah 84115
Phone: 801.957.3432

Regular Hours
Mon – Thurs: 7:30 am - 9:30 pm
Friday:  7:30 am - 3:30 pm
Closed weekends and holidays

Summer Hours
Mon – Thurs: 7:30 am - 8:30 pm
Friday:  7:30 am - 3:30 pm
Closed weekends and holidays

Break Hours
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Friday:  8:00 am - 3:30 pm
Closed weekends and holidays

Jordan Campus Library
Health Science Bldg, 235
3500 West Wight’s Fort Road
West Jordan, Utah 84088
Phone: 801.957.6202
Fax: 801.957.6374

Regular Hours
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Friday:  7:30 am - 3:30 pm
Saturday: 8:00 am - 12:00 pm
Closed Sundays and holidays

Summer Hours
Mon – Thurs: 7:30 am - 8:00 pm
Friday:  8:00 am - 3:30 pm
Closed weekends and holidays

Break Hours
Mon – Thurs: 8:00 am - 4:30 pm
Friday:  8:00 am - 3:30 pm
Closed weekends and holidays

Miller Campus Library
MFEC Room 123
9750 South 300 West
Sandy, Utah 84070
Phone: 801.957.5412

Regular Hours
Mon – Thurs: 8:00 am - 8:00 pm
Closed weekends and holidays

Summer Hours
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Closed weekends and holidays

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ELECTRONIC LIBRARY & INFORMATION ENVIRONMENT
http://libweb.slcc.edu