

Dougherty Station Library

17017 Bollinger Canyon Road
San Ramon, California 94582
(925) 973-3380

<http://www.ccclib.org>
<http://www.dvc.edu/library>

Dougherty Station Library is a joint use facility

- The library is funded and supported by Diablo Valley College, the Contra Costa County Library and the City of San Ramon.
- The library contact for the DVC-San Ramon Campus is **Dena Hollowood**. To contact Dena, please send an email to dhollowo@ccclib.org. Dena's office number is (925) 973-3395. You can also contact library staff at (925) 973-3380 during the library's open hours.

Course Reserves

To place materials in the SRC Course Reserves please fill out the online Reserves Form at:
<http://dvc.libguides.com/srclibrary/>

After filling out the form place materials in the Dougherty Station Library mail slot on campus or drop the book by the library and include a post-it/note with your name. Reserve materials will be available to students **1 week** after they are received by the library. DVC Library may have limited funds to purchase a copy of a textbook. Please let us know if you would like to make a request.

Library Research Workshops/Presentations on information literacy topics

Library research presentations need to be scheduled **at least 2 weeks in advance**. Please fill out the online request form at <http://dvc.libguides.com/faculty/workshoprequest>. Presentations can be a general overview of library research strategies or they can be tailored to fit your students' needs. They can be held in your classroom, an SRC lab, or in the library.

Sample Topics:

- Choosing and developing a research topic
- Research Tools (library catalogs, electronic databases, subject guides)
- Citations and Plagiarism
- Internet Search Strategies (search operators, keywords, search engines for students)
- Evaluating Websites
- Using Google Education Tools (Google Drive, Google Scholar, etc.)

Individual or small group help is also available to students, faculty, and staff

Media Requests

When requesting media materials (DVDs or VHS) please give 72 hours' notice **at a minimum**. Items are often delivered from other Contra Costa County libraries or from the DVC Media Center.

Thank you and if you have any questions don't hesitate to ask!



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Hours	Open	Close
Monday	10:00 a.m.	8:00 p.m.
Tuesday	12:00 p.m.	8:00 p.m.
Wednesday	12:00 p.m.	8:00 p.m.
Thursday	10:00 a.m.	8:00 p.m.
Friday	10:00 a.m.	5:00 p.m.
Saturday	10:00 a.m.	5:00 p.m.
Sunday	Closed	

To get a **county library card** you will need a **photo ID** and **proof of your current address**. Instructors are encouraged to also get an **institutional library card**. Institutional library cards are free, however, borrowers are required to present an official letter from DVC verifying their affiliation when applying for or renewing a card.

The benefits of this type of card include:

- Books and CDs may be borrowed for six weeks instead of three.
- No fines on overdue materials

Library Programs

We have many adult programs at the library that are open to students, staff, and the public. Check the library's calendar for dates and times at ccclib.org. **We would love to have students and faculty join us!**

