Faculty & Staff Resources

Library

24/7 Virtual Chat Reference
Visit www.cptc.edu/library and chat with a CPTC librarian, Monday-Friday between 9:00a-3:00p. Outside of these hours, you will be directed to a librarian somewhere in Washington or around the world!

Information Literacy Instruction
Faculty can arrange information literacy instruction sessions with Faculty Librarian Pearl DeSure. If you have questions or would like to schedule an instruction session, please contact Pearl at pearl.desure@cptc.edu or 253-589-6067.

Scanning Services
Remote service for faculty and students, to support access to course readings. Items will be ready 48 hours after scanning request is received, Monday-Friday only. To make a request, please contact us at cptclibrary@cptc.edu or 253-589-5544.

Holds Pickup
Request books and media for checkout, and schedule a pick up appointment. Use your WiFi login and password to logon to our online catalog and make a request. Questions? Visit www.cptc.edu/library or call 253-589-5544.

Equipment Checkout
Faculty and staff may checkout equipment from the Learning Resource Center, Monday-Friday between 9:00a-3:00p by contacting 253-589-5544 or CPTCLibrary@cptc.edu. Book an appointment on Microsoft Bookings, when your equipment is ready for pickup.

Computer, Technology and eLearning Support

eLearning Support
Faculty and staff who need assistance with eLearning technical support should contact Cindy Overton at cindy.overton@cptc.edu. Remote assistance will be available Monday-Friday between 7:30a-4:00p. One-on-one appointments will be considered on a case-by-case basis. Book an appointment on Microsoft Bookings.

Faculty who need assistance with eLearning course design or curricular development should contact Deb Derylak at deborah.derylak@cptc.edu or 253-589-5730, or book an appointment on Microsoft Bookings.
Hold Pickup Services

Please follow the guidelines and steps below to request and receive books and media from the CPTC Library.

1. If you know exactly what you want, you can either:
   - visit Primo One Search, and log on with your WiFi login and password, to search for your materials and place a request
   OR
   - contact the library at 253-589-5544 or cptclibrary@cptc.edu, to ask library staff to place that request for you

2. If you need some help choosing materials on a particular subject, visit www.cptc.edu/library to chat with a CPTC librarian, Monday-Friday between 9:00a-3:00p. (Outside of these hours, you will be directed to a librarian somewhere in Washington or around the world.) OR, visit our Microsoft Bookings page and select LRC – Research Help to schedule an appointment.

3. When your requested items are ready for you, you will receive a message in your CPTC email, with the subject On Hold Shelf. (Be sure to check spam or junk mail!) You are now ready to schedule your pickup appointment!

4. Appointments for pickup are available M-F (8:00am-12:00pm & 1:00pm-3:00pm), and can be made in one of three ways:
   - online, via Microsoft Bookings - look for the LRC – Holds Pickup option. You will see this link in the On Hold Shelf email you received.
   - via email, at cptclibrary@cptc.edu,
   - or by calling the library at 253-589-5544

5. Pickup will be at the scheduled time at the entrance to Building 15, west side of the building (facing Building 17). Please bring ID (CPTC ID, a driver’s license, or a state ID), so we can confirm your identity for checking your items out to you.

6. One person per time slot. Please do not gather outside of Building 15 to wait for your appointments.

7. Library patrons are required to have checked in, been screened, and have facial coverings on even though they will not be entering the LRC. Appointments will be rescheduled for students not wearing a mask.

8. No walk-ins available.

If you have any questions, please contact the Library by calling 253-589-5544 or emailing CPTClibrary@cptc.edu.