



Library

EXTENSION AND DISTANCE
EDUCATION SERVICES

www.labette.edu/library

Labette Community College Library Information

Who?

(Names, Numbers, and Addresses)

Labette Community College Library	200 S.14th Parsons, KS 67357 http://www.labette.edu/
Library Director	620-820-1168
Library Services	620-820-1167
Interlibrary Loan Services	620-820-1154
Library Fax Number	620-421-1469
Library Director	Scotty Zollars
Library Assistant	Phylis Coomes
Library Aide	Lee Ann Eggers
Library Aide	Erlene Cares
Library Aide (Fall and Spring)	Laurie Fehrenbach
Library Adie (Summer)	Mike Brotherton

When?

Regular Library Hours:

Monday-Thursday 8:00 a.m.—9:00 p.m.

Friday 8:00 a.m.—NOON (limited services offered on Fridays)

Interim Hours:

Monday—Friday 8:00 a.m.—4:30 p.m.

Summer Hours:

Monday & Tuesday 7:00 a.m.—7:00 p.m.

Wednesday & Thursday 7:00 a.m.—4:30 p.m.

What? (Academic Outreach)

The Labette Community College (LCC) Library provides library services for all of the College's students, including those enrolled in distance education courses or at extension sites. If a student is enrolled in courses and *lives outside of Parsons*, he/she can receive library services support.

Services provided to students enrolled in distance education courses include:

- directing students to library resources closer to home or work
- providing brief telephone reference service related to course work
- conducting limited literature searches for research projects (upon approval from the instructor)
- photocopying or print articles from journals, course reserve materials, and limited pages from books

There may be fees attached to some of these services. **Please see “Receiving Materials” on Page 5 for information on fees.**

We encourage students to:

- Visit the LCC Library in person at least once during the semester. Why? Although staff can do literature searches and research, only students know what they really need. Serendipity plays an important role in research, and students have more investment in their studies when they discover resources on their own
- Use local or area libraries for research as much as possible. If citations for articles or books owned by the LCC Library are found, the LCC Library staff can provide these materials to area libraries through interlibrary loan. If citations for books or articles are found that the LCC Library does not own, it will save time by using the interlibrary loan services. If you are in a different city or state than LCC then a local public library or local academic library should be able to provide interlibrary loan services
- Submit interlibrary loan requests weeks in advance to complete the project or paper. It can take one to three weeks for materials to arrive. Some requests may take longer if materials are not immediately available

How? Requesting Services

Students may request services by mail, phone, e-mail, or FAX. A waiver form (see page 25) must be completed prior to receiving services.

Mail or FAX:

Copy and complete the request form in this packet.

Phone:

If no one is available at the phone number listed on the first page, please leave a voice mail message or send an e-mail or FAX request. (To know what information to include in the requests, see the Request for Off Campus Services Form on pages 22-23.)

Email:

Students may send an e-mail message to any of the Library address located at the bottom of the LCC Library homepage. Students may also use the "Email Reference Service" link found on the left side of the homepage. (To know what information to include the requests see the Request for Off Campus Services Form on pages 22-23.)

For all of the above, include:

- Name
- Address
- E-mail address
- Daytime and evening phone numbers
- Student ID number
- Course name and instructor name

The Library staff strives to fill requests within 24 hours. However, some requests may take longer if materials are not immediately available.

Receiving Materials

Loans:

Library materials may be put on hold for one week. Material that is not picked up in one week will be shelved or sent back. Make sure you bring you LCC ID to checkout materials.

Returns:

Books or other materials can be dropped off in the LCC Library drop boxes or materials can be returned through the U.S. mail. Please allow enough time to avoid late fees. Fines will be assessed on books that are not returned on time. Fine charges are ten cents per day per item. Overdue fines for interlibrary loan books are \$1 per day per item.

If materials have not been returned from the previous semester and any related charges remain unpaid, the student will not be able to use outreach services until the record is cleared.

Copies:

Students will be billed for all copies including the cost of postage. All bills must be paid by the end of the semester for which a student is enrolled. Please pay by check or money order. No coins, please. The following charges apply:

- **Minimum** copy charges per order (1-10) \$1.00
Additional pages will be charged on the following rates:
- Photocopies \$.10 per page
- Copies from Microfilm \$.10 per page
- Copies sent by FAX \$.50 per page

Interlibrary Loan:

If a student needs materials that LCC Library does not own, the Library may be able to obtain the materials by using the interlibrary loan system. These materials must be picked up at the LCC Library. A student may be able to obtain items that the LCC Library does not own faster by using the interlibrary loan services at his/her local library.

Where?

Periodicals:

LCC Library Periodicals (magazines, journals, newspapers), in hard copy (HC) and microfilm (MF), are housed in the LCC Library basement. Email the Library for assistance with these items.

1. To see a list of periodical holding from the LCC Library Home Page, click on “Services for Off-Campus Patrons” and then click on “Periodical Holdings List” to view materials.
2. The same list can be accessed by selecting “Periodical Databases” on the left side of the library homepage. Then select “Periodical Holdings List” hyperlink.
3. If you are on campus, you can also look in the “Periodical Holdings List” booklet.

Library Catalog:

Labette Community College Library uses a Web-based catalog, which is also available through the Library’s Web site. **For access, please see the instructions included in the pamphlet under “Accessing the Catalog on the Web” found on page 7.**

Electronic Databases:

The electronic databases listed on the LCC Library Web site are accessible on the college’s main campus and remotely under “Periodical Databases.” **For access please see “Accessing Databases Off Campus” found on page 7.**

Ask:

If a student needs help locating materials, finding resources, or doing research, he/she should not hesitate to ask— staff members are eager to help. The Library also has an “Email Reference Service” on the LCC Library Web site. Use this service to communicate with the Library about renewing materials, reference assistance, etc.

Library Cards:

All students are issued a student ID card when they enroll. Students must have their LCC student ID to check out materials. If students do not have their ID and/or a waiver on file, materials will not be checked out to them. LCC employees also are issued an ID card and must use the card to check out materials.

Accessing the Catalog on the Web

To access the card catalog on the Web:

- Go to the Labette Community College Library Web site:
<http://www.labette.edu/library>
- Click on Library Catalog
- Type in a subject, a title, and/or an author's name.
- Press Go
- Click on the entry to get into the record

Additional capabilities are available when students log into the Web catalog. The login for this catalog is the student's ID number, and the password is the student's birth year. Library tutorials are available on the Library homepage in blue hyperlinks. **Students must be able to play a Windows Media Player to view these tutorials.**

Accessing the Online Databases Off Campus

To access the online databases from off campus:

- Go to the Labette Community College Library Web site:
<http://www.labette.edu/library>
- Click on the red underlined "click here" that is under the statement, "To access the databases from off campus, you will need to put in your LCC id number as the user name and the year of your birth as the password"

NOTE: This option is only available to LCC employees and to currently enrolled LCC students.

- Type in the LCC student ID number in the first blank
- Type in the year of birth in the second blank
- Click on the desired database

NOTE: Databases are subject to change due to funds, content, publisher, state/federal, and/or the college's decision.

The following pages detail how to use the individual

America' s Newspapers

(Some full text and page image included)

For search:

- Select America's Newspapers or individual databases
- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits
- Click on "Search" (Results: lists of articles)
- Click on the hyperlink of the desired article

Retrieve:

- Print:
 - Click on the "print" in the menu on the right side of the screen
 - Click on the "print articles" button

OR

- Email:
 - Fill in the "Email To" and "Email From" areas
 - Select "Send Email"

Credo General Reference Premium (Some full text and page included)

For basic search:

- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the search items in search bar
- Click on “search” button
- Select from entries

For advanced search:

- Select “advanced search” found in the purple ribbon tab located at the top of the webpage
- Type in search term (s)
- Select the fields to be searched
- Limit by:
 - with all of the words -with the exact phrase -with any of the words
 - sounds like the word -without the words -sort results by:
 - fields -limit you search to ...
- Click “search” button
- Select from entries

Retrieve:

- You can print, e-mail, save, or share by clicking on the appropriate icons above the opened article

NOTE: Students may be able to use the other options in the purple ribbon at the top of the page. Or they can narrow their search by using the suggestions on the left side of the webpage. Students also can use the “Continue Searching in” (dropdown box) and “Search” area above the Topic Pages and Reference entries. This option allows students to use other scholarly search engines and databases provided by the LCC Library.

CINAHL Plus with Full Text (Cumulative Index to Nursing and Allied Health Literature)

If using iTouch or iPad:

They must download the PDF Application and the EBSCO Application via e-mail. before they are able to send an article in and e-mail which can be viewed as a PDF. From there you are able to save or to print the article later.

For basic search:

- “Basic Search” option is the default search
- In the “Basic Search,” type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type in the search items in the search bar
- Click on “search” button
- Click link to full text html or full text PDF under the title of the article

For advanced search:

- Under the “Basic Search” bar select “Advanced Search.” Select the fields to be searched
- Type in search term (s)
- Select “Search”
- Select hyperlinked title or the hyperlink “PDF Full Text” under each option
- Click the link to full text html or full text PDF under the title of the article

Retrieve:

- Print, download or email using the icons on the Adobe task bar for page image

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.

Facts on File News Services Databases (Some full text included)

For search:

- Select “Click here” in News Services located in the search box on the right hand side of the page
- Type in one to three keywords or words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits
- Choose the databases to search
- Click on “go”
- Click on the hyperlink of desired article

OR

- Click on the tab of the desired databases

THEN

- Select a tab (All Results, World News Digest, etc.)
- Click on Hyperlink of desired article

Retrieve:

- Print from the menu on the task bar

Gale Databases (Some full text included)

For basic search:

- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type in key word (s) in the search bar

OR

- Select “all cross searchable products” or “selected cross searchable products”
- Select the products to be searched
- Click “Search” button
- Choose from the following tabs Magazines, Academic Journals, Books, News, Multimedia, and More Results to choose from. The default tab is “Academic Journals”
- Select the blue hyperlinks for abstract, full text, etc. to open

For advanced search:

- Locate the continue button
- Select the “Advanced Search” on the yellow/orange tab near top of the page
- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key this in search bar
- Limit your search by: Choose from “limit results,” “by document type,” “publication date(s)”, “publication titles,” “publication subject,” “lexile score”
- Select either “Search” or “Reset”
- Choose from the following tabs Magazines, Academic Journals, Books, News, Multimedia, and More Results
- Select the blue hyperlinks for abstract, full text, etc. to open

NOTE: Use “Refine Results” on the left side of the page after you have searched once to adjust limits if needed

Retrieve:

Print, download, or email using the phantom popup box on the bottom of the PDF screen,

JSTOR

(Some full text and page image included)

For basic search:

- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar
- Click "Search"
- Select items from the results

For advanced research:

- Hover cursor over search tab
- When the "Advanced Search" appears, select it
- Type in search term (s)
- Select the fields to be searched
 - For example: author, title, keyword
 - may use up to 3 words or phrases
- Select the fields to be searched (e. g. year or format)
- Click on "Search" (Results: records)

Retrieve:

- Click on the PDF under the blue link to the article
- NOTE: Students can view those items with a checkmark on the green radio button
- If a pop up appears, then select "Proceed to PDF" hyperlink
 - Accept conditions
 - Click on Print icon in the Adobe task bar, etc

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.

Kansas Library Card

(Use only when needed for those who are out of state or use satellite based internet)

- Go to <http://www./kslc.org>
- Type in the pin number found on the Kansas Library Card and the birth date as MM/DD/YYYY
- Click on “Submit”
- Select the desired database to search

Kansas Library Card:

Additional resources are available from the State Library of Kansas. If you are located in Kansas you can access these at <http://skyways.lib.ks.us/KSL/?> by IP recognition. If you are outside of Kansas these may be obtained with a Kansas Library Card. These cards may be obtained at any Kansas library. To obtain a card, present your driver’s license to a library staff member, who will give you a card with a pin number. The cards are valid for three years and can be renewed. After obtaining the card, go to <http://www.kslc.org> and type in your pin number found on the Kansas Library Card and your birth date.

Kansas State Library Databases

These are additional resources that are available from the state Library of Kansas. If you are located in Kansas you can access these resources by IP recognition. If you are outside of Kansas these resources may be obtained with a Kansas Library Card. (see page 21) You must also have a Kansas Library Card if you have AOL as a carrier or use satellite internet in the state of Kansas.

- Go to <http://skyways.lib.ks.us/KSL/>
- Click on “explore our resources” hyperlink under the Find bar.
- Click on desired database

Search engines and limits will be different depending on the database chosen. For assistance contact the Library.

Learning Express Library

(You will need to create your own account once you are in the database. You will then use your log in each time you access the account.)

Learning Express Library offers practice tests, exercises, skill-building courses, and general information.

How to use:

- Select one of the learning centers you have an interest in either from the list on the left hand side or click on the option, "...click here to browse the complete list of Learning Centers" under "Get Started Now."
- Select a "Learning Center"
 - Elementary School
 - High School
 - College Students
 - GED Preparation
 - Occupation Practice Tests
 - U.S. Citizenship
 - Middle School
 - College Preparation
 - Computer Skills
 - Workplace Skills Improvement
 - Skill Building for Adults
 - Recursos para Hispanohablantes
- On the left hand side a blue box appears asking you "What Do I Do Now?" It gives you an idea how to use this service
- Select an item in the blue bar listing.
- Then select next item
- On the right hand side it will ask you to "login to add"
- Each time to you use this service you will need to login
- Select a course
- Click on "Start this Course Now!" on the right hand side of the screen
- Complete the course (s). If you need any assistance, please, contact the LCC Library during business hours

McGraw Hill's Access Science

For basic search:

- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the search items in the search bar
- Click on "Search" (Results: lists of materials)
- Click on the blue hyperlink to retrieve the desired item

For advanced research:

- Click on "Advanced Search"
- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type this word (s) in the search bar under "Enter search term (s):"
- Select one or more of the content types provided to search within
- Select "Search"

Retrieve:

- Use the blue hyperlink to retrieve the material's record
- Print or email

Morningstar Investment Research Center (Some full text and page included)

For search:

- Automatically populates to the “Funds” tab
 - Type in the ticker or name of the investment
 - Select:
 - “Get Report” button or
- OR on the left hand side select
- Snapshot
 - Analyst Research
 - Morningstar Rating
 - Tax Analysis
 - Portfolio
 - Fees & Expenses
 - Data Interpreter
 - Stewardship Grade
 - Total Returns
 - Risk Measures
 - Management
 - Purchase Info
- You can also select the other tabs at the top of the page, such as
 - Home
 - Funds
 - Markets
 - Help & Education
 - Companies
 - ETFs
 - Portfolio
 - Click on “formatted report” to print in ADOBE (You must use the print icon on the Adobe bar.)

Retrieve:

- Print, download, email from the menu or task bar

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.

Opposing Viewpoints Resource Center (Some full text included)

For basic search:

- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar
- Click on "Search"
- Select a blue hyperlink

For advanced research:

- Select "Advanced Search" found under the basic search bar
- Type in search term (s)
- Select the fields to be researched such as:
 - Title/heading -Subject -Source -Keyword
- Select "Limits To":
 - full text documents - peer reviewed journals
- Select "Limit By"
 - Publication date "From"... "To" -Document Type

NOTE: Use "Add" and "Remove" to place parameters from the left hand box into the right hand box. The right hand box is the one used in your search
- Select by:
 - Content Type -Content Level
 - Lexile Range
- Select item under (i.e. "new for," "magazines for," "academic journals for")
- Click on "Search" button at the bottom of page
- Select preferred blue hyperlink

Retrieve:

- Select Print, email, etc. from the "Tools" area on the right hand of the page

WilsonWeb

(Some full text and page included)

For basic search:

- Select “Basic Search” hyperlink above “Find” bar
- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the search items in the search bar
- Click on “start” button
- Click link to full text html or full text PDF under the title of the article

For advanced search:

Note: “Advanced search” may already be populated when you first access this database.

- Select advanced search
- Type in search terms
- Select the fields to be searched
- Limit by:
 - Sort by: -Limit To: -Limit Dates To:
 - Expand -Document Type -Subject Area
 - Physical Description
- Click on start
- Click link to full text html or full text PDF under the title of the article

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE
IMAGE.

Retrieve:

Print, download, or email using the phantom popup box on the bottom of the PDF screen

WorldCat

(An online catalog. It does not show full text.)

For basic search:

- Type in keyword (s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits

OR

- Fill in the author, title, ISBN or year information

Then

- Click on “Search” (Results: lists of materials)
- Select items from the tabs (e. g. “articles”)

For advanced research:

- Select the Advanced Search button
- Then type in search term (s)
- Select the fields to be searched
 - For example: author, title, key word
 - May use up to 3 words or phrases
- Select limits (e.g. year or format)
- Click on “search” (Results: records)

Click on:

- The blue hyperlink to retrieve the material’s record

Request for Off Campus Services

Please fill in all **bolded** fields

Date: _____

Librarian's Initials _____

Student Information:

Name: _____

Address: _____

Phone: Daytime () _____ **Evening:** () _____

Email: _____

Course: _____

Instructor: _____

Type of Request: _____

A. Informational or Reference:

Question: _____

Answer: _____

Source: _____

B. Literature Search: **(Please attach permission for this service from instructor)**

Topic as stated by student: _____

Keywords: _____

Date parameters (e.g. last 5 years): _____

Type restrictions (e.g. research articles): _____

C. Book Loan:

Author:

Title:

Call #:

D. Periodical Photocopy Request:

Periodical title:

Year: _____ **Month:** _____ **Pages:**

Author of Article:

Title of Article:

I cannot use information after:

Order the information by Interlibrary loan until (date): _____

Send material as it:

Comes in _____

Grouped by number (list number) _____

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Labette

Community College

Where It's All About You!

200 South Fourteenth Street, Parsons, KS 67357 • Telephone (620) 421-6700 • www.labette.edu

Library Waiver

To Whom It May Concern:

When the library mails a library book or other library materials to me, I will be responsible for all damages from the time the book leaves the Labette Community College Library until it is returned.

Should the book or other library materials get lost in the mail, I will be responsible for all charges from the lending library.

I will insure the book or other library materials when I return it by mail to Labette Community College Library.

Sincerely,

Name:

Student ID #:

Address:

Phone:

Cell Phone:

Email:

Please attach a copy of your Labette Community College Student ID or your driver's license.

