

# LIBRARY BROCHURE FOR LCC EMPLOYEES



### **Faculty Reserve**

Magazine and journal articles, books or other materials may be placed on reserve for students to check out or use in the Library. Please check at the end of each semester to see what items are still current for your classes. See Lee Ann for more information.

### **Faculty Video Checkout**

A list is kept in the library and on the library Web pages. Videos may be checked out by LCC faculty members (full and part time) for the semester. Additional videos are available from the SEKALC collection housed at Iola. These videos may be inter-library loaned from there. See Phylis for more information.

### **Library Advisory Committee**

The Library Advisory Committee is a committee of faculty and staff currently made up of two humanities, one science, one allied health, 2 professional staff, 2 educational support staff members, and an administrator. The committee offers suggestions and works to promote and improve library services.

### **Interlibrary Loan (ILL)**

Books or journal articles may be requested through ILL. This service is free unless the loaning library charges. See Scotty or Phylis for additional details.

### **Off Campus/Online Class Capability**

For those needing information about the LCC Library for themselves or their students we offer a “Library Video Tour” and other informational videos found on the Library homepage.

To access databases from off campus you will need to have your LCC ID number and birth year. Once at LCC Library homepage click on “Periodical Databases” and follow directions.

### **Book and Journal Recommendations**

Requests for purchase can be made through email, by the use of the recommendation forms, or through the Web page. Library book recommendation forms may be obtained in the library. Also the library staff sends reviews from *Library Journal* and other discipline specific catalogs for faculty to circle recommendations. See Lee Ann for more information and returning reviews.

### **Video Recommendations**

The library does not purchase videos. Requests for recommendations will be submitted to the SEKALC collection. Video catalogs are also circulated to allow the faculty and staff to make recommendations for additions to the SEKALC video collection. This collection of videos and DVDs is housed in Iola. Contact Phylis or Scott for information on how to access videos from this collection.

### **Bibliographic Instruction and Classes in the Library**

Library instruction tours are given at the request of instructors. It is necessary to schedule tours in advance to avoid scheduling conflicts. We will adapt these, as much as possible, to fit your needs. It is also suggested that instructors schedule class times for research in the Library due to seating constraints. See Lee Ann for more information.

### **Paper of the Year Awards**

This award is given annually for outstanding student papers. There are two divisions, research and creative. First, second, and third place prizes are given for each division. The first place winner in each category is bound and placed in the library's permanent collection. You can get details available on LCC Library's homepage.

### **Suggested Behaviors**

Please, refrain from using tobacco and cell phones in the Library.  
Please, keep all food and drinks away from the computers.

The book return is located outside the northwest entrance to the main building, near the elevator. There is also one located at the end of LCC Library's Information and Circulation Desk by the photocopier and the southwest exit.

There are instructors that reserve times for their classes to use the Library. You are welcome to still use the Library. However, if computers are reserved beware that you will be asked to log off until after their class has dismissed. We often put "Reserved" signs on the computers to let you be aware of an incoming class.

### **Wireless Access**

The Library is one of the sites on campus with wireless capabilities. The Library staff will assist as much as they are able. For further assistance call 820-1146 for computer services.

### **LCC Library**

The LCC Library has group pages on Facebook and Twitter. The sites offer updates on the activities of the Library.

***Facebook:***

<http://www.facebook.com/group.php?gid=3272407551>

***Twitter:***

<https://twitter.com/LabetteLibrary>

### **Library Staff**

Scotty Zollars, Library Director 820-1168

Phylis Coomes, Library Assistant 820-1154

Lee Ann Eggers, Library Aide 820-1167

Erlene Cares, Part-Time Library Aide 820-1167

Laurie Fehrenback, Part-Time Library Aide 820-1167 (Fall & Spring)

Mike Brotherton, Part-Time Library Aide 820-1167 (Summer only)

*For additional information please contact any of the Library staff at the extensions listed above.*

LCC Library Hours  
(Unless Posted Otherwise)

Spring and Fall:

Mon.-Thurs., 8 AM - 9:00 PM

Friday, 8AM - 4:30 PM

Sat & Sun., CLOSED

Summer: (June and July)

Mon. & Tues., 7AM - 7 PM

Wed & Thurs., 7 AM - 4:30 PM

Friday - Sun., Closed

Interim Hours (Between semesters)

Mon. — Fri. 8 AM - 4:30 PM



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