



## Succeeding in the LCC LIBRARY



*Serving the Community*

Plenty of students come to college without having learned much about using a library. To correct this perceived lack of preparation you are given library tours and class sessions on research methods. Much of this goes right by you because you will not care. However, if you are like most students, the new material is not relevant until you are presented with a task that requires library use. This information is designed to give you what you will need to know to excel.

### **Checking Out Materials**

Books may be borrowed for 2 weeks and then renewed for two weeks unless they are needed by another patron. All reference books may be used only in the library. Reserve materials may only be used in the library unless the instructor has indicated differently. If you wish to borrow library materials, you will have to show your LCC an ID. Nothing will be checked out if you do not have ID.

### **Magazines and Newspapers**

Magazines and newspapers are not to be removed from the library. If you need an article, you may read it in the library or make a photocopy. If you want to request a periodical, you will need to fill out a “Yellow Slip.” On it you write the Title of the Journal/Newspaper, Date (M/D/Y), your name, and today’s date. You then give it to a library staff member to pull the issue (s). You can make sure that we carry that Journal/Newspaper title by checking our “Periodical Holdings List” located in the LCC Library and on our web page under “Periodical Databases.” All the issues that we carry are listed either in hard copy (HC) or Microfilm/Microfiche (MF). We have a microfilm reader to access some of our older magazines issues. All Magazines/Journals/Newspapers do not leave the LCC Library. Photocopying is available within copyright laws.

### **Finding Material in the Library**

Books are arranged by the Dewey Decimal System. You locate materials through the Library catalog found on our LCC Library webpage or at <http://labette.kohalibrary.com>. Books are arranged by their call number on the shelves. You will find each book’s call number on a label near the bottom of the book’s spine. You can look up materials in the Library Catalog by author, title, or subject. Click on the desired link to see the full record. If you did not find anything on your topic, broaden your search topic or keyword. If you need help with your search or with finding a book, you can also ask a library staff member for help.

To find magazine articles, you can use periodical indexes. Our indexes include the Reader’s Guide, Social Sciences Index, Education Index, Kansas Periodical Index, Humanities Index, Essay and General Literature Index, and Short Story Index. The indexes list magazine articles by subject. Once you have located an article, look in the Library Periodical Holdings List or on the online periodical databases to see which journals the library owns and to determine in what format the article is available.

## **Online Sources**

On campus and remote access is available for connecting to America's Newspapers, CINAHL, Facts on File News Services Databases, Gale Databases, JSTOR, McGraw Hill's Access Science, Morningstar Investment Research Center, Opposing Viewpoints Resource Center, Wilson Web, and World Cat.

America's Newspapers offers full text articles from many Kansas newspapers, including the Parsons Sun and page image of the Kansas City Star. It also offers full text of other major newspapers and magazines.

Credo General Reference gives patrons 3,341,936 full text entries from out of 551 reference books. It has a nice Concept Map application for those looking for topics and subtopics.

CINAHL is the abbreviation for the Cumulative Index to Nursing and Allied Health Literature. This databases offers full text and applications for use across medical fields and is a wonderful resource.

Facts on File News-Service is a group of databases that contains over 80,000 full-text articles and selective articles dealing with historical events from the 1940s to more recent times. There are also full text newspaper articles from around the world.

Gale Databases used for broad area of topics from popular magazines, Nursing and Allied Health Collection, to ChiltonLibrary.com, and Literature resources.

JSTOR is one of the most used and trusted databases. It offers more than a 1,000 academic journals, including images, letters and other primary resources.

McGraw-Hill's Access Science provides the McGraw-Hill Encyclopedia of Science and Technology, Dictionary of Scientific and Technical Terms, over 2,100 science biographies, and news stories from Science News.

Morningstar Investment Research Center has company profiles and stock information related to business.

Wilson Web provides you with online access to indexing. The databases offer the full text of articles as well as many articles in page image format.

WorldCat gives online access to a Web catalog and the location of millions of resources.

These are the most used databases at LCC. However, make sure you checkout our website for other resources to assist you!

### **Library Web Pages**

The LCC Library has established Web pages to assist students in researching their class assignments. The URL for the pages is <http://www.labette.edu/Library/index.htm>

From this page, students can connect to a number of good subject guides to link to Internet resources. These links include government sites, ready reference tools, search engines, library hours, and other resources.

### **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://kslib.info/> 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, just present your driver's license to a library staff member. They will then 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 and date of birth (mm/dd/yyyy).

### **Research Tips**

When searching for articles on the Web-based sources, you should use the online databases first. While the electronic indexes cover a large number of magazines, you will find some periodicals covered in the print resources that the electronic resources do not cover.<sup>8</sup>

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

If you are still unable to find the information you need, you may want to use our Interlibrary Loan services. If you use the LCC Library to request an ILL then follow these steps. First, fill out our "Blue Slip" with Author, Title, Publisher, Publisher Date if it is a book; however, if it is a journal request then you would write down the Title, Date, Page numbers, Title of Article, and Author. You would then conclude the "Blue Slip" with your name, phone number, and date requested. Make sure you give the slip to a Library staff member. LCC is connected with other libraries in a system that gives any LCC student access to resources from all over the country. If we can identify an item, we can probably borrow it. Usually the time frame to obtain an item is one to three weeks. You can also receive this service from other libraries. Finally, make sure to bring your LCC ID when you come in to pick up your ILL from the LCC Library.

### **Email Reference**

We also provide an email reference service. You may send us your topic or other reference questions so that we may help you. Then we will do some searching for you. You can request a book or an article from our collection or an Inter Library Loan item. You can also access the email reference service from our Web page at <http://www.labette.edu/Library/emailref.htm>

### **Library Computers**

The Library has Microsoft Office Suite products installed on all patron computers. These products include Word, Excel, and PowerPoint. The Library Staff will assist as much as they are able. For further assistance e-mail

ComputerSupport@labette.edu. The Library computers on campus also have access to the Parsons Sun. If you are unable to login, ask at the Library's Information Desk.

### **Please follow these**

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

There will be 10 cents a day fine per item for materials that are returned late. There will be a \$1 dollar a day fine per item for Interlibrary Loan materials that are returned late. Holds will be placed on the your account for items not returned, copies not paid, and for any unpaid fines or IOUs.

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 south exit.

Some instructors reserve a period of time for their class in the Library. You are welcome to use the Library. However, if computers are reserved note that you will be asked to log off until after their class has finished. 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 e-mail ComputerSupport@labette.edu 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:***

After you login to your personal Facebook account, you can search for our Facebook group account called "LCC Library."

#### ***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 and Spring)

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

LCC Library Hours  
(Unless Posted Otherwise)

Spring and Fall:

Mon.-Thurs., 8 AM - 9:00 PM  
Friday, 8AM - NOON (limited services)  
Sat & Sun., CLOSED

Summer:

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

**Note:** Library hours are subject to change.



Labette Community College Library

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