

## Library Staff

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### Hours

#### **Fall and Spring:**

Monday-Thursday: 8am-9pm  
Friday-Sunday: Closed

#### **Summer:**

Monday & Tuesday: 7am-7pm  
Wednesday & Thursday: 7am-4:30pm  
Friday-Sunday: Closed

***Hours are subject to change***

#### **After-Hours Access Hours:**

Sunday-Saturday: 7am-11pm

### Facebook, Twitter, and Pinterest

#### **Facebook Page:**

Labette Community College Library  
Booket AtLibrary AtLabettecommunitycollege

**Twitter:** (no spaces)  
@LabetteLibrary

#### **Pinterest:**

**Name: Booket AtLabettecommunitycollege**  
Or go to [www.pinterest.com/LabetteLibrary](http://www.pinterest.com/LabetteLibrary)

Labette Community College  
Library  
200 S. 14th  
Parsons, KS 67357  
820-620-1167

**Find books**

<http://labette.bywatersolutions.com/>

**Find articles**

<http://www.labette.edu/library/databases.html>

### **Library Facts:**

- The Library is located near the corner of 13th and Main Street.
- **Free Printing** from the computers.
- Students can make **photocopies** for 10¢ per page.
- **Books** may be checked out for 2 weeks.
- **NO fines** are charged for LCC checkouts.
- **Interlibrary Loan fines** are \$1.00 per day/per items that are late. Due date and availability decided by the lending library for these materials.
- **DVDs** may be checked out only to Faculty/Staff .
- **Instructor Reserve** is where the Instructor/Department place specific items (whether library's, department's, or instructor's) on hold for students to come in to use. Checkout guidelines are determined by the person placing the reserve.
- **Textbook Reserve** is when a department or instructor place specific class textbooks on reserve to only be viewed in the library and not to be checked out.



Labette  
Community  
College Library

Tour and  
Research  
Menu

*For Full –Time and Adjunct  
Faculty we offer structured  
scheduled tours and research times.*

To request a tour or research

Phone: 620-820-1167

E-mail: [hillaryb@labette.edu](mailto:hillaryb@labette.edu)

## Instructors/ Coaches

We request that you contact us to schedule an appointment before bringing your class to the Library. Scheduling a class allows us the opportunity to give optimal library service to our patrons and to check on available seating. When you schedule with us we are better equipped to answer questions in your subject area.

### What is a Library Tour?

The tour is specialized to your class, a tour of our online catalog, a tour of our online databases, or a run through of general library services.

### What is Library Research/ Study Hall?

When a faculty member brings his/her class to the library to work on projects, individually or in small groups. It often involves students working on computers or searching for a book or scholarly journal needed for class. This scheduled research time also includes study halls.

### What you need to schedule...

When scheduling a tour, research, or study hall we request that you specify:

1. Is it a tour, research, or study hall?
2. Your name.
3. Name of the class.
4. How many students you are bringing?
5. Date and time that you are requesting.

### Cautions

- Please note that the date you request for a tour or to do research may not be available due to staffing or hours. However, we will be as flexible as possible.
- The instructor/coach must be present for his/her allotted class/group time in the library.
- The Library staff is not responsible for students who are unattended by an instructor during their normal class period
- We do NOT offer tours on Friday due to limited services.
- We often place "Reserved" signs on the computers for either tour &/or research classes. Especially, on the occasions of more than one class using the Library.

- Some students may have received an introduction or tour of the library in another class; but all tours are NOT equal, depending on the past instructor, the class, depending on the time of the year, the type of research, changes in the library resources, changes in databases, and the possibility of forgetfulness of the researcher. Even if the past class is similar, repetition is *wonderful for learning*.

## Examples of Specialized Tours:

### Pre-Research Tour

*Emphasis is on the basics of Library uses.*

#### Library Section Tour

It is a walking tour of the LCC Library. Tour includes or may touch on the Reference, Fiction, Oversized, Non-fiction, Periodicals, Short Collections, Juvenile, Biography, and Index sections with a brief instruction on each area. Library instruction may cover:

- ID must be present to checkout
- ILL (Blue) and Magazine (Yellow) slips
- Brochure on the Library given to student.
- Explain REF; F; B; and J

This tour is also available on our library homepage by clicking "Student Resources" and then a "Library Tutorials" on the left.

#### LCC Library Catalog Tour

Each member of the class has the opportunity to sit at a computer and follow a guided tour of the online catalog. The students learn how to find a book, access their library account, view previous checkouts, place holds, make lists and access our catalog from off campus. This tour is also available on our library homepage click "Students Resources" and then click "Library Tutorials" on the left

5-10  
Approx.  
Minutes

5-10  
Approx.  
Minutes

### LCC Periodical Database Tour

7-15

A brief guided tour of some of the periodical databases that are most commonly used. This tour also includes a general topic search, locating a PDF file or Full Text document, requesting periodicals, usage of indexes, showing the Periodical Holdings List, and rules of checkout for these materials. For more specific databases to be covered in your class tour, contact the LCC Library at extension 1167.

### Your Specialized Tour

*Emphasis on Library research for your specific area. Certain parts may be reiterated from other Tours.*

#### Walking Tour of Physical Library

See "General Tour."

5-10  
Approx.  
Minutes

#### LCC Library Catalog Tour

17-40  
Min.  
7-15

#### LCC Periodical Tour

See "General Tour."

This tour also includes research tips on the subject that the Instructor requests to be covered.

Approx.  
Minutes

Please contact the library for more information.

To cover specific databases in your class tour, contact the LCC Library

#### Database Videos

Videos over our databases and Library Catalog can be found on Youtube, Facebook, and Twitter. Databases are covered separately in each video. Each video is approx. 2-15 mint.