LCC Library

General Tour
Library Location

Physical LCC Library location:
1230 Main Street Parsons, Kansas

Mailing Address for LCC Library:
200 S. 14th Street Parsons, Kansas 67357
LCC Library
Circulation and Information Desks

Circulation

Information
Periodical Area
Lorenzo’s

We named our coffee service after a statue that was in the LCC Library for many years. The statue was given by a previous graduating class. Lorenzo’s sells cups of coffee, cappuccino, tea, and hot chocolate for $1.00 per pod per cup. Lorenzo's coffee service is available from 1:30 p.m. until one hour before close, Monday through Thursday. Just ask at the Circulation or Information Desks in the Library for service.
Space for you to work

Do you need a place to chill between classes? Do you need to study? Do you need Wi-Fi? Then you need to come take a seat in the LCC Library!
Need to Print? Need a computer?

- The LCC Library offers computers for students to use. These computers offer Microsoft Office products, internet access, and FREE printing!
- It is a great place to work on assignments, check student e-mail, research using any of the online library resources, or search the library catalog
- Feel free to ask questions from the helpful Library Staff
Need to use a copy machine?

- Our copier is located near the Circulation Desk.
- The one sided copy machine copies cost ten cents per page.
LCC Library Hours

Fall Hours
Monday-Thursday 8 a.m. – 9 p.m.
Friday 8 a.m. – Noon
Saturday- Sunday Closed

Summer Hours
Monday – Tuesday 7 a.m.- 7 p.m.
Wednesday – Thursday 7 a.m. – 4: 30 p.m.
Friday- Sunday Closed

Interim Hours
Monday – Friday 8 a.m. – 4:30 p.m.
Saturday- Sunday Closed

Note: Hours are subject to change.

Come check us out!
LCC Library Fees

- Overdue fines for LCC Library materials is $0.00
- Overdue fines for Interlibrary Loan materials are $1.00 a day per item
- Patrons are responsible for all IOU’s, overdue fines, processing fees, and lost/stolen items on their account
- Library Business Office holds are placed at the end of the semester
- Students will not receive grades or transcripts if they owe the Library
Need a Study Area?

Check out our Study Area

It offers booths, tables and access to a white board. If you need markers, just ask at the Library Circulation Desk or Information Desk in the Library
Library Online
For updates on the Library, you are welcome to friend us on Twitter and/or Facebook page.
Navigating the LCC Library Homepage

On the left side of the library homepage, these tabs will appear on most library pages you go to.

If you select the Library Catalog, then it will go to a page that looks like… (see next slide)
Library Online Catalog

• Do you need to find a book for an assignment? Use this to find a book in the LCC Library that you may be able to use
• You do not have to log in to search the Library Catalog and use the Cart options
• However, if you want to see what you have already checked out, due dates, fines, and to place a hold on a library item, then you would need to log in here on the left side
You can also go to the Student Resources Tab to get to the “How to Search the LCC Catalog” for further assistance.

There are other helpful tutorials and PDFs for you too!

Remember to always scroll down this for other helpful tips for MLA and APA style help.

Note: the helpful videos, tutorials, PDFs, databases, and links are subject to change.
Can’t find what you need?

If you cannot find a source at the library, then try... Interlibrary Loan (ILL)!

ILL lets a library look all over the state and even the United States for the resource you are needing.
Interlibrary Loan requests can be done in person by filling out the blue Interlibrary Loan slip or online.

Remember that lending libraries set the due date. So make sure you come in as soon as possible to pick it up and get the best use out of it.
Ask a Librarian

If you have any question or concerns, then please feel free to use the Ask a Librarian tab and fill in the requested information.
Need Help?

If you cannot find what you are looking for, then please ask a library staff member at the Circulation Desk or Information Desk. We are happy to assist you.
Reference Section

Located in the Northeast corner of the library.

Reference books call numbers start with a “R”
Note:

Items on the reference, archives, magazines, newspapers, special collections, and reserve shelves may not leave the LCC Library.
Oversize Section

Oversize collection of books are located in the section of shelving down the middle of the library. This collection has an “OVERSIZE” sticker on each item. These items are larger than your normal books and take up more space on the shelves.
Fiction Section

Fiction is located along the south wall.

Fiction call number starts with a “F.”
Juvenile Section

This section is for children and young adults. This section is located near the Reference section on the Northeast corner of the library. Juvenile books have a large “J” sticker.
These are located near the Reference section in the Northeast corner of the library.

Biography books have a call number that starts with a "B."
The Non-Fiction books are located in the expandable shelving on the east walls of the library. Non-Fiction call numbers look similar to this photo.
Index Section

These are located near the Reference section, on the Northeast corner wall shelving and free-standing shelving.

Indexes
Indexes Section Continued…

- These are several kinds of Indexes, depending on subject area.
- Similar to a dictionary and encyclopedia, an index places key words in alphabetical order.
- Most indexes come out every year, or few months. So make sure, you use key word(s) in several years worth of indexes during the search.
- Sometimes under the key term it will list other related key terms that you can use to expand your research options, like shown on the right.
LCC Library Periodical Holdings List

Periodicals? What?

Periodicals is a name for a group of these materials: newspapers, magazines, scholarly journals, or other kinds of publications.

The LCC Library has the most recent issues out on display for your use. We have several years of our periodicals behind the desk. You have access to these resources. You can either look in the hard copy publication of the holdings list, as seen in the far left photo, or you can view the list online.
Periodical Holdings List continued…

The LCC Library Periodical Holdings List can be used when researching. Sometimes you may find an abstract from online, an index, or a reference list from another article or book. Using the title and other information you found look in the LCC Library Periodical Holdings List to see if we have the issue you need.

To view the LCC Library Periodical Holdings List select the Periodical Database tab.
To see what Periodicals the LCC Library has just click on the hyperlink on the far right side of the webpage.
Periodical Holdings List continued…

If you are in the main library, then you may see a copy of this list laying on the table or at the circulation desk. It looks like the photo.

Inside, it will tell the issues we carry in bold. It will tell you if we have it in hard copy (HC) or microfilm/microfiche (MF); and the dates we have of it.

- **Humanities Index**
  - HC: April 2004–March 2011

- **The Journal**
  - HC: Summer 2013 – Current

- **JADA: Journal of the American Dental Association**
  - HC: January 2013 – Current

- **Journal for Research in Mathematics Education**
  - HC: January 2013 – July 2014

- **Journal of Diagnostic Medical Sonography**
  - HC: January/February 2013 – Current

- **Journal of Gerontological Nursing**
  - HC: January 2013 – Current

- **Journal of Nursing Administration**
  - MF: 1971–2013

- **Journal of Nursing Education**
  - HC: January 2013 – Current

- **Journal of Pediatrics**
  - MF: 1965–2014
Yellow Request Slips

• If you are in the LCC Library on campus, then you will need to fill out the Yellow Slip to use the resources found in the LCC Library Periodical Holdings List.
• A library staff member will go and pull it for you to use in the library.
• The item must be returned to the LCC Library Circulation/Information Desk before leaving the Library.
• All LCC magazines, newspapers, archival materials, reference books, instructor reserve items, and textbook reserve items may NOT leave the Library.
How to get to the Tutorials

There are several areas where our tutorials appear.

- Select the Student Resources tab on the library homepage and you will notice that there is a list of library tutorials available. These are updated periodically.
- There are also other resources for you to view.
The Periodical Databases tab will take you to two columns of listed databases:

- **On Campus Access** column has a longer list and gives a brief summary about each database.
- **Off Campus Access** column has a list of databases that give access to students, faculty, and staff from off campus (home, Cherokee Campus, out of state, or anywhere you have an internet connection).

**Requirements for Off Campus Access**

- It will require you to log in with your LCC ID number and your birth year (yyyy).

**Suggestions**:

- Do not forget to scroll down the webpages for more information.
- If you have any questions or concerns, please contact us.
How to use the LCC Library Periodical Databases

We have a tutorial to assist you. All you need to do is select the link under tutorials on the right side of the Student Resources page.

These are wonderful resources that you do not have to pay for the service, an article, or for a subscription to a specific journal.
Student Resources

We also offer other resources on this page. Make sure you scroll all the way down, even farther than what is shown here.
Online Resources

Here is our Online Resources page. The screen shot shows part of what is available to you on this page. Once again make sure you scroll all the way down the page to see what you may need for your research needs.
How do you checkout?

You must have your LCC ID card to check out items. However, there is no limit to the number of checkouts!

Even Booket the library goose can check-out books!
Library Drop Boxes

Outside the Main Building, near the handicap access door at the northwest corner of the main building is one of the Library Drop Boxes.

This Library Drop Box is located in the drive up area next to the library building. It was previously the old depository.