



LCC LIBRARY
for LCC employees



*Come check things out
@your library!*

Instructor Reserve

Magazine/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 Scotty, Phylis, or Hillary for more information.

Employee DVD Checkout

A list of all DVD holdings is kept in the library and on the Library webpages. DVDs may be checked out by LCC employees (full and part time) for the semester.

Library Committee

The Library Committee is composed of faculty and staff who represent various academic areas. The committee offers suggestions and works to promote and to improve library services.

Interlibrary Loan (ILL)

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

Off Campus/Online Class Capability

For those needing information about the LCC Library for themselves or for their students, we offer a "Library Video Tour" hyperlink and other informational videos on the library homepage under the "Employee Resources" link. We also offer off campus tours and research skills help by appointment.

To access databases from off campus, you will need to have your LCC ID number and birth year. From the LCC Library homepage, click on "Periodical Databases" use the databases in the "Off Campus" column.

If you have any problems with the databases, need more information, or would like information about off campus access, contact the LCC Library, or select the "Ask a Librarian" on the library homepage.

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 suggest that instructors review our databases often, as the database interfaces change frequently. We will adapt tours, 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.

The instructor must be present in the Library while tours are given.

Library staff are not responsible for holding an instructor's class. See Hillary Bode for more information or the Library Tour Menu pamphlet.

Paper of the Year Awards

These awards are given annually for outstanding student papers. There are two divisions, research and creative. First, second, and third place prizes may be given for each division. The first place winning paper in each category is bound and placed in the library's permanent collection. Details are available on the LCC Library's webpage or in the library.

Wireless Access

The Library has Wi-Fi capabilities. The Library staff will assist as much as they are able. For further assistance contact computer services at 820-1146.

Open Education Resources

The Library has resources that are open to anyone. They include the State Library of Kansas Journal Finder, Electronic Periodicals (Ezines), Directory of Open Access Journals, Directory of Open Access Books, SocArXiv, State Library of Kansas Databases, Open Educational Resources, and other Online Resources. These are located in the online Student and Employee Resources Pages on our website.

Textbook Reserve

A current textbook collection is housed behind the circulation/information desk for students to use in the library. Not all LCC course textbooks are available.

Library Drop Boxes:

One drop box is located outside the Main Building, near the handicap - access door at the northwest corner of the main building. The second drop box is located in the drive up area next to the library building. It was previously the old bank depository.

Suggested Behaviors

Please refrain from using cell phones in the Library. Please keep all drinks away from the computers.

There are instructors who reserve times for their classes to use the Library. You are welcome to still use the Library during this time. We will put "Reserved" signs on the computers to let you be aware of an incoming class. If computers are reserved for another class, be aware that you will be asked to log off until after the class has been dismissed.

We encourage you and our students to use the library services. If you have any questions, then please feel free to ask.



LCC Library Hours AND Contact Information

Note: Hours are subject to change

Spring and Fall:

Mon.-Thurs., 8 AM - 9 PM

Friday, 8AM - NOON

Sat & Sun., CLOSED

Note: On Fridays limited services are offered. No tours will be scheduled.

Summer:

Mon. & Tues., 7AM - 7 PM

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

Interim Hours (Between semesters)

As posted

Library Staff

820-1168Library Director: Scotty Zollars

820-1154.....Library Assistant: Phylis Coomes

820-1167.....Library Aide: Hillary Bode

Facebook, Twitter, and Pinterest

Facebook Page:

Labette Community College Library

Twitter: (no spaces)

@LabetteLibrary

Pinterest:

Name: Booket ATlabettecommunitycollege

Or go to www.pinterest.com/LabetteLibrary

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