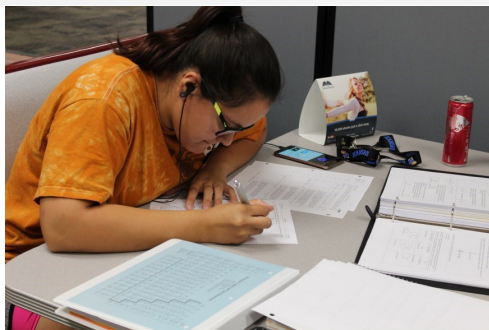


**12. Libraries provide interlibrary loan services– ILL.** If the book or article you need is not available in the library, the library will borrow it from another library for you to use. Students may wait until the night before to write their paper, but they should start researching early! That perfect source may only be available through ILL and may take a while to arrive.

**13. Colleges will hold transcripts and grades for outstanding fees and/or items not returned.** Materials can be extremely expensive.

**14. There is more in a college library than books.** College libraries often have materials on reserve for specific classes such as textbooks and study guides. Nearly all college libraries offer online access to articles from magazines, journals, and newspapers.



**15. College book collections are large.** School book collections are smaller and content varies considerably. College book collections support the courses that are offered on campus and the research needs of the students and the employees of the college.

**16. If you are eligible for work-study funds, your college library is a great place to work!** You will get to know the resources available on your campus, and you will work with people who are focused on student success, including yours.

### LCC Library

1230 Main Street

Parsons, KS 67357

Phone: 620-820-1168

Fax: 620-421-1469

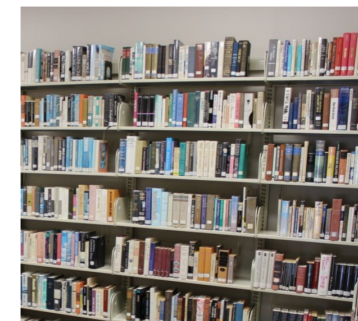
E-mail: [scottz@labette.edu](mailto:scottz@labette.edu)

*Come Check Us Out!*



## Library Survival Skills

Students Should Know  
Before Going to College



2018 – 2019

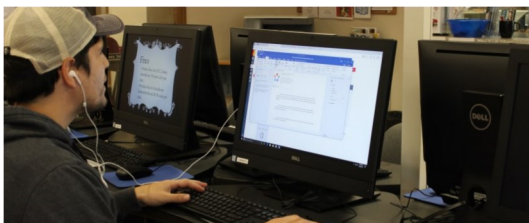
## **Library Survival Skills Students Should Know Before Going to College**

These tips from academic (a.k.a. college) librarians were retrieved from the Information Literacy Instruction discussion list (hosted on the American Library Association server, sponsored by the Instruction Section of the Association of College and Research Libraries).

**It's essential for students not just to use Google for research.** Many professors will NOT let students use nonsubscription Internet sources, especially Wikipedia.

**College libraries have a large array of specialized databases that provide information for academic research.**

**College students need to know how to access and to utilize databases effectively.** This knowledge includes citing databases and understanding the various types of media available on databases.



**College students must learn how to evaluate resources and to use the best resources possible.** This skill is more than knowing the difference between a trusted site and a questionable site for facts when researching.

**Students also need exposure to making citations for books, periodical articles, and database resources.** Sure, there are citation builders, but they don't always work that well, and it takes practice to create correct citations.

**Students should become comfortable using online library catalogs to find information.** High school library catalogs are often very different from academic library catalogs.

**Students simply must know enough about plagiarism to avoid committing it.** Many colleges have very stiff penalties for all forms of academic dishonesty. Students need to understand the nuances of summarizing, paraphrasing, quoting, etc. and that ALL resources used require citations.

**Students need to know what a call number is and how to locate resources in the library.**

**College libraries employ librarians!**

Librarians are there to help students find the best possible resources. Nobody expects you to know where everything is in the library, so ask.

**College students need to know what subject headings and keywords are and how to best use them when searching a library catalog, a database, or even Google.** Students should know Boolean search terms -- and, or, not -- and how they work.

**Encyclopedias and dictionaries.** Your high school library probably has a few general encyclopedias and dictionaries. College libraries have a number of subject specific encyclopedias and dictionaries.

