Labette Community College Library
200 S. 14th Street
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 on the first floor of the main building.
- **Free Printing** from the computers.
- Students can make **photocopies** for 10¢ per page.
- **Books** may be checked out for 2 weeks.
- **Fines** are 10¢ per day/per item after due date.
- **Interlibrary Loan fines** are $1.00 per day/per item. Due date 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 student 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.
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, often involving a walk through of the Library, a tour of our online catalog, a tour of our online databases, and a walk 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.

Library Notes
- 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.

Examples of Specialized Tours:

General Tour
Emphasis is on the basics of Library uses.

Walking Tour of Physical Library 5-10 Approx. Minutes
The class walks with Library Tour Guide around the LCC Library. Tour includes the Reference, Fiction, Oversized, Non-fiction, Periodicals, Short Collections, Juvenile, Biography, and Index sections with a brief instruction on each area. Library instruction covers:
- 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 5-10 Approx. Minutes
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.

LCC Periodical Database Tour 7-15 Approx. Minutes
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.

Examples of Specialized Tours:

English Composition II Tour
Emphasis is on Library research. It is geared toward English research projects and other assignments.

Walking Tour of Physical Library 5-10 Approx. Minutes
See “General Tour.”

LCC Library Catalog Tour 5-10 Approx. Minutes
See “General Tour.”

LCC Periodical Tour 7-15 Approx. Minutes
Databases that may be covered:
- JSTOR
- Credo General Reference
- Opposing Viewpoints

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

Walking Tour of Physical Library 5-10 Approx. Minutes
See “General Tour.”

LCC Library Catalog Tour 5-10 Approx. Minutes
See “General Tour.”

LCC Periodical Tour 7-15 Approx. Minutes
This tour also includes research tips on the subject that the Instructor requests to be covered.

Please contact the library for more information.