LCC Library located on the 1st floor of the Main Building
PERIODICAL AREA
We named our coffee service after this statue found in the LCC Library. Lorenzo’s sells cups of coffee, cappuccino, tea, and hot chocolate for $1.00/pod/cup. Lorenzo’s coffee service is available from 1:30 p.m. to 8 p.m. Monday through Thursday. Just ask at the Circulation and Information Desk in the Library for service.
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!
The LCC Library offers 18 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.
Our copier is located near the south end of the Circulation and Information Desk in the LCC Library. The one sided copies cost ten cents per page.
LCC Library Hours

Fall Hours
Monday–Thursday 8 am–9 pm
Friday 8 am-Noon
Saturday–Sunday Closed

Summer Hours
Monday–Tuesday 7 am-7 pm
Wednesday–Thursday 7 am-4:30 pm
Friday–Sunday Closed

Interim Hours
Monday–Friday 8 am-4:30 pm
Saturday–Sunday Closed

Note: Hours are subject to change.

Come check us out!
• Overdue fines for LCC Library materials are ten cents a day per item
• Overdue fines for Interlibrary Loan Materials are one dollar a day per item
• Patrons are responsible for all IOUs, overdue fines, processing fees, and lost/stolen items on their account
• Library Business Holds are placed at the end of each semester
• Students will not receive grades or transcripts if they owe the library
NEED A QUIET AREA TO STUDY?

Check out our “Quiet Area”

It offers a white board. If you need markers just ask at the Library Circulation and Information Desk in the Library.

Did you know that the current LCC Library is the old college gym! Therefore the library is unable to be silent due to acoustics. However, this area at the back of the library can give people a quieter area to use.
LIBRARY ONLINE!!!
For updates on the Library, you are welcome to friend us on Twitter and/or Facebook.
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)
• 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 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 book, 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!

Note: the helpful videos, tutorials, PDFs, databases, and links are subject to change.
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.
If you have any questions or concerns, then please feel free to use the Ask a Librarian tab and fill in the requested information.
NEED ASSISTANCE?

IF YOU CAN'T FIND WHAT YOU NEED,

PLEASE, ASK AT THE DESK.
WHERE IS IT IN THE LIBRARY?

"Ninja-bots from Mars – fiction or non-fiction?"

https://cdn.andertoons.com/img/toons/cartoon6386.png
Located on the south wall of the library, near the southwest library exit.

The books on this book case are the most recent editions added to the library collection.
Located near the handicap ramp on the northeast side of the library.

Reference books call number starts with a “R.”

Note: Items on the reference, oversize, archives, magazines, newspapers, special collections, and reserve shelves may not leave the LCC Library!
Oversize collection of books are at the end of the Reference section.

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 is located on the north wall, east wall, and south wall.

Fiction call number starts with an “F.”
This two shelf section for children and young adults are located on the southeast wall before the biography section. Juvenile books have a large “J” sticker.
These are located on the south wall of the library.

Biography books have a call number that starts with a “B.”
The Non-Fiction books are located in the middle of the library floor.

Non-Fiction call numbers look similar to this photo.
These are located on a low lone bookshelf near the south library wall.
There are several kinds of Indexes, depending on subject area.

Similar to a dictionary and encyclopedia, an index places key words in alphabetical order.

An Index will give you a list of articles for a particular key term.

Most indexes come out every year, or few months so make sure to use key word(s) in several years worth of indexes.

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 left.
Periodicals? What?

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

The LCC Library has the most recent issues out on display for your use. We have several years of our periodicals downstairs or 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 middle photo or you can view the list online in several locations.
The LCC Library Periodical Holdings List can be used when researching. Sometimes you may find an abstract from online or information from an index. 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 Periodical Database tab.
To see what Periodicals the LCC Library has just click on the hyperlink on the far right side of webpage.
If you are ever in the main library, then you may see a copy of it laying on the table and/or at the circulation desk. It looks like the photo below.

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.
MICROFILM/MICROFICHE MACHINE
• 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

• 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, Textbook Reserve items may NOT leave the Library…
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 access from off campus (like home, out of state, or anywhere you have internet connection).

- It will require you to log in with your LCC ID number and your birth year (yyyy).
- Do not forget to scroll down.
Select the PowerPoint and/or Library Tutorials on the right side of the Student Resources page.

“WOW! You mean I don’t have to pay to use this!!
Last time I searched elsewhere online and spent $$$$ for just one article!
Why didn’t I look at the LCC Library Databases SOONER!”
~Anonymous Former LCC Student
We also offer other Student Resources
We also offer other Online Resources
You must have your LCC ID card to check out items. However, there is no limit to the number of checkouts!
It is located inside the LCC Library at the south end of the Circulation/Information Desk. Just slide your library items in the slot.
It is located at the northwest corner handicap entrance at the Main Building in Parsons, KS.