



# **LCC LIBRARY** for LCC employees



*Come check things out  
@your library!*

### **Instructor Reserve**

Magazine/journal articles, books, and other materials may be placed on reserve for students to check out or to use in the Library. Please check at the end of each semester to see what items are still current for your classes. See the Library staff for more information.

### **Employee DVD Checkout**

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

### **Library Committee**

The Library Committee is composed of employees and a community 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. Contact the Library Assistant for additional details at ext. 1157.

### **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 at ext. 1167, or select the “Ask a Librarian” on the library homepage.

<https://www.labette.edu/library/ask.html>

## **Bibliographic Instruction and Classes in the Library**

Library instruction tours are given at the request of employees. It is necessary to schedule tours in advance to avoid scheduling conflicts. We suggest that employees 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 employees schedule class times for research in the Library due to seating constraints.

The employee must be present in the Library while their students are there. Library staff members are not responsible for holding classes. See the Library Aide 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 620-820-1146.

## **Open Education Resources**

The Library has resources that are open to access. Directory of Open Access Books, Directory of Open Access Journals, Electronic Periodicals (Ezines), SocArXiv, State Library of Kansas Databases, State Library of Kansas Journal finder, Open Educational Resources, and other resources. These resources can be found in the Periodical Databases, Employee Resources, Online Resources, Open Source Databases and LCC Library Discovery System.

## **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. To add or remove textbook for one or more of your courses, please contact the Library staff at ext. 1167.

## **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 bank depository.

## **Suggested Behaviors**

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

Employees reserve times for their students 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 group of students. If a computer is reserved for a student, be aware that you will be asked to log off until and move to another computer after the students have been dismissed.

We encourage everyone to use the library services. If you have any questions, please feel free to ask.



## **LCC Library Hours AND Contact Information**

**Note:** Hours are subject to change

### **Spring and Fall:**

Monday-Thursday: 8 AM-9 PM

Friday-Sunday: CLOSED

### **Summer:**

Monday & Tuesday: 8AM-7 PM

Wednesday & Thursday: 8AM-4:30 PM

Friday - Sunday: CLOSED

**Interim Hours** (Between semesters)

As posted

### **After-Hours Access Hours**

Sunday-Saturday: 7:00 am-11 pm

### **Library Staff**

620-820-1168 .....Library Director: Scotty Zollars

620-820-1154.....Library Assistant: Phylis Coomes

620-820-1167.....Library Aide: Hillary Bode

## **Facebook and Twitter**

### ***Facebook Page:***

Labette Community College Library

***Twitter:*** (no spaces)

@LabetteLibrary