

# Succeeding in the LCC Library



Many times students come to college without having learned much about using a library. To correct this lack of preparation, you are given library tours and instruction in research methods. If you are like most students, the new material is not relevant until you are presented with a task. This information is designed to give you what you need to know to use the library successfully.

### **Checking Out Materials**

Books may be borrowed for 2 weeks and then renewed for two weeks unless they are needed by another person. All reference books may be used only in the library. Reserve materials may only be used in the library unless the instructor has indicated differently. If you wish to borrow library materials, you will have to show your LCC ID. Nothing will be checked out if you do not have an ID.

**Magazines, Newspapers, Electronic Periodicals, E-books and other Resources** Magazines and newspapers are not to be removed from the library. If you need an article, you may read it in the library or make a copy. If you want to request a periodical not on the shelves, you will need to fill out a "Yellow Slip." On it you write the Title of the journal/newspaper, date (M/D/Y), your name, and today's date. You then give it to a library staff member to pull the issue (s). You can make sure that we carry that journal/newspaper title by checking our "Periodical Holdings List" located in the LCC Library and on our web page under "Periodical Databases." All the issues that we carry are listed either in hard copy (HC) or Microform (MF) on the Periodical Holdings List. We have a microform printer to access some of the issues of older magazines. Photocopying is available within copyright laws. It is ten cents per page to copy.

We also have electronic periodicals (E-Zines) available through our databases and we have a list of our periodicals that can be viewed online under the link on the right side of the Periodical Databases page. Several of the databases and the Library Discovery System offer's e-book capability depending on the compatibility of your device. We also offer open-access journals and open-access books on the right side of the Periodical Databases page, as well as through our Discovery System. As an LCC student or Kansas citizen you have access to other E-books with a Kansas E-card. Just ask a library staff member for more information.

### **Finding Material in the Library**

Books are arranged by the Dewey Decimal System. You locate materials through the **Library Catalog** found on the LCC Library webpage or at <http://labette.bywatersolutions.com/>. Books are arranged by their call number on the shelves. You will find each book's call number on a label near the bottom of the book's spine. You can look up materials in the Library Catalog by author, title, subject or keyword. Click on the desired link to see the full record. If you did not find anything on your topic, broaden your search topic or keyword. If you need help with your search or with finding a book, you may also ask a library staff member for help.

### **Textbook Reserve and Instructor Reserve**

Instructors or departments may place supplemental items on reserve for students to access for classwork. A current textbook collection is also housed behind the circulation desk for students to use in the library. Not all LCC course textbooks are available. Just ask a library staff member for assistance to retrieve items.

Make sure you checkout our website for other resources to assist!

If you have any problems with the databases, need more information, or would like information about off campus access, contact the LCC Library.

### **Library Web Pages**

Students can connect to a number of subject guides to link to Internet resources. These links include government sites, ready reference tools, and other resources. The LCC Library has established web pages to assist students in researching their class assignments. The URL for the pages are <http://www.labette.edu/library/student.html> and <http://www.labette.edu/library/resources.html> or from the LCC Library home page select either **Student Resources** or **Online Resources** from the left side of the screen.

### **Kansas Library E-Card and some Database information**

Additional resources are available from the State Library of Kansas. If you are located in Kansas, you can access these at <http://kslib.info/> by IP (internet provider) recognition. However, some IPs do not allow access. Therefore, contact the library for further assistance. If you are outside of Kansas, these may be accessed with a Kansas Library Card. These cards may be obtained at any Kansas library. To obtain an E-card, you will need to present your Kansas driver's license or LCC ID to a library staff member. A staff member will then give you a card with a pin number. The cards are valid for three years and can be renewed. After obtaining the card, go to <http://www.kslc.org> and type in your pin number and date of birth (mm/dd/yyyy). It is available for students who live outside of Kansas too!

### **Research Tips**

When searching for articles on the Web-based resources, you should first use the online databases. Keep in mind that while the electronic indexes cover a large number of magazines, some periodicals are located in the electronic resources, or they may be discovered in the bibliographies of other print resources.

### **Interlibrary Loan (ILL)**

If you are unable to find the information you need, you may want to use Interlibrary Loan (ILL) services. If you use the LCC Library to request an ILL, follow these steps. First, fill out the ILL form (the "Blue Slip") with author, title, publisher, and publishing date, if it is a book; and a journal request requires the title, date, page numbers, title of article, and author. You would then finish the "Blue Slip" with your contact information and date requested. Make sure you give the slip to a Library staff member. LCC is connected with other libraries in a system that gives any LCC student access to resources from all over the country. If we can identify an item, we can probably borrow it. Usually, the time frame to obtain an item is one to two weeks. You can also receive this service from other libraries. Finally, make sure to bring your LCC ID when you come in to pick up your ILL from the LCC Library.

### **Ask a Librarian**

We also provide an email reference service called **Ask a Librarian** on our homepage on the left side. Send us your topic or other reference questions and then we will search it for you. You can request a book or an article from our collection or an interlibrary loan item. You can also access the email reference service from our Web page at <http://www.labette.edu/library/ask.html>

### **Library Computers**

The Library has Microsoft Office Suite products installed on all patron computers. These products include Word, Excel, and PowerPoint. The Library Staff will assist as much as they are able. For further assistance e-mail [computersupport@labette.edu](mailto:computersupport@labette.edu). The Library has an ADA Computer. If you are unable to log in on any computer, ask at the Circulation/Information Desk.

### **Please note the following rules & practices**

Please refrain from using your cell phones in the Library and keep all drinks away from the computers. The Library does not do faxing, see the Print Shop for this service.

### **Fines and Holds**

There are NO fines for LCC materials that are returned late. However, there will be a \$1 a day fine per item for Interlibrary Loan materials that are returned late. Holds will be placed on your account for items not returned, copies not paid, and for any unpaid fines or IOUs.

### **Book Return/Drop Box**

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

### **Reservations on Computers**

Some instructors reserve a period of time for their class in the library. We often put "Reserved" signs on the computers to make you aware of an incoming class. You are welcome to use the library. However, if computers have a reserved note on them, then you will be asked to log off until after the class has finished.

### **Wireless Access**

The Library has wireless capabilities. If you have problems establishing a wireless connection, the library staff will assist as much as they are able. For further assistance, e-mail [computersupport@labette.edu](mailto:computersupport@labette.edu) for computer services.

### **Social Media**

The LCC Library has group pages on Facebook, Twitter, and Pinterest. The sites offer updates on the activities of the Library.

***Facebook Page:***

Labette Community College Library

***Twitter:*** @LabetteLibrary

Or go to <http://twitter.com/LabetteLibrary>

### **Library Staff**

Scotty Zollars, Library Director 820-1168

Phylis Coomes, Library Assistant 820-1154

Hillary Bode, Library Aide 820-1167

*For additional information please contact any of the Library staff at the extensions listed above.*



# LIBRARY

## Hours

### Spring and Fall:

Monday-Thursday: 8:00AM-9:00PM

Friday-Sunday: CLOSED

### Summer:

Monday & Tuesday: 8:00AM-7:00PM

Wednesday & Thursday: 8:00AM-4:30PM

Friday - Sunday: CLOSED

### Interim Hours (Between semesters)

As posted

### After-Hours Access Hours

Sunday-Saturday: 7:00AM-11:00PM

**Note:** Library hours are subject to change.

## *Lorenzo's Hot Beverage Service*

In the LCC Library

1:30p.m. to 1 hour before closing

\$1 for a pod

