



GENERAL LIBRARY INFORMATION

http://library.lsc.edu/04_GetHelp/documents/BasicOrientation.pdf

Hours: Spring and Fall Semester Mon-Thurs: 7:30-8, Fri: 7:30-5, Sat. 9-1, closed Sun.

Hours: Intersession and Summer Mon-Thurs: 7:30-6, Fri: 7:30-5, closed Sat. -Sun.

Check out desk at library entrance: Check out all library materials at the front desk on the first floor. Present a Lamar ID card to check out materials. Check out period is three weeks for books and two days for videos and other media. Check out up to 30 books and two videos. Non-payment of late fees (25¢ per day-books, \$1 per day-media and reserve items) causes future registration to be blocked and transcripts withheld. Ask at the check out desk for any materials your instructors may have placed **on reserve** or for materials borrowed from other libraries (called interlibrary loans or ILLs).

Computer labs: There are two computer labs on the first floor. The computer lab located at the library entrance is "Web access only." LSC-O students log in using their MyLSC-O logins at this and all other library computers. Lamar students from other campuses (Beaumont or Port Arthur) show their Lamar ID cards for computer access at this and other library computers. Orange Public Library patrons show their Orange Public Library card with a picture ID. LSC-O alumni show their current alumni ID card. OrangePublic library patrons and LSC-O alumni are limited to one hour per day with printing limited to 25 pages per day.

The computer lab located beyond the stairwell, referred to as the "back lab," is for current Lamar students only. In addition to the Web, MS Office Suite plus a few other course-related programs are available. The computers located on the 2nd floor provide the same programs and are available to the same user group as this lab, current Lamar students only. Printing is free at the computers, but we ask that students refrain from printing large files unless it is for a Lamar course assignment.

Second Floor: Books, reference books, video and periodical collections: As you arrive on the 2nd floor by using the stairs, in general, all items on shelves to your right may be checked out. Items to your left, the periodicals and reference materials, may not be checked out.

Photocopier: Located next to the elevator on 2nd floor, copying costs 10¢ per page. The photocopier accepts coins and bills.

Periodicals: Items published on a regular basis, newspapers, magazines, and scholarly journals, are called periodicals. They are located to the left of the stairwell. The most current issue of each periodical is on display, arranged alphabetically by their names. Older issues are in containers on shelves behind the current issues. The periodicals are not listed in the library catalog. **The online Periodical List** on the library's Web site provides information about what is available in the print collection and also what is available online in our periodical databases.

Reference: As you arrive on 2nd floor using the stairs, reference books are on the left beyond the row of computers. Reference books include general and special subject encyclopedias, dictionaries, directories, almanacs, and atlases.

Career Center: A career collection is on the last row in reference. These materials include books about careers, job hunting, resume writing and interviewing, most of which may be checked out.

Use the library catalog to find books, videos and other media on the library shelves in either the Reference or Stacks locations. Search by keyword, by author's name, by title or by subject. Access and use the catalog from anywhere. Go To: library.lSCO.edu and click the **Library Catalog** button.

The Stacks: As you arrive on 2nd floor using the stairs, the book collection to your right is called "the stacks". Books in the stacks are assigned shelf locations based on their **subjects**. Like most academic libraries, we use the Library of Congress or LC call number system. It uses both letters and numbers to create shelf addresses, or "call numbers," for books based upon the main subject of the book. Copy the full call number from the library catalog before heading to the stacks. The catalog will also indicate if the item is available or checked out. The catalog will show estimated return dates for items that are checked out. Place a hold on an item that is checked out and staff will notify you of its return. You may need to ask for help the first time you want to place a hold by using the library catalog.

Videos: Our video collection is on the first row of shelves to the right of the stairs. Our videos are a mix of popular movies, educational materials and documentaries. Video call numbers are designated as either **VC** (for videocassette) or **DVD**, then assigned a number and shelved in **numerical order** as they are received. To locate the call number for a specific video, search in the catalog by title (type the title in the search box and click "title"). To eliminate books from a video search, type **videorecording and ...** (inserting a keyword from the title) and click "words or phrases."

Help Desk: The librarians at the HELP DESK will help you find anything you may need on 2nd floor or in our online databases. They also provide help with MyLSC-O password resets and password changes.

Group Study Rooms: There are four study rooms for groups to use. One of the rooms has study aids for Physiology & Anatomy courses. Feel free to use the library for group study, but please keep the noise level down for your fellow students who may need a quiet place to study.

Rest rooms and water fountains are located in the first passageway beyond the computers and in the main foyer on the first floor of the building.

Please no smoking, eating, or drinking except for bottled water. No cell phone use in the library. Turn your phone off or to vibrate mode while in the library and take cell phone conversations outside. Ask for head phones to listen to audio.

Obtaining material from other libraries: We will get books and other materials for you if you fill out a form telling us what you need and how we can contact you. This process is called an inter-library loan or I-L-L. Ask for help at either of the service desks. Books coming from Lamar University usually arrive in one or two days after 4 p.m. The ILL request forms are on the library home page, the last link under the Books and Videos heading.

Off-campus access: Use the library Web site to access the catalog, periodical list and request forms from any internet computer via the Web. Go to: library.lSCO.edu.

Databases: The library subscribes to a large amount of electronic resources in the form of searchable databases. Off-campus access into these resources requires your **MyLSCO logins**. For a step by step description of how to get your MyLSC-O logins look at the library home page under Help!!! Click [Off campus access--username/password?](#) Or come to the help desk on 2nd floor or the computing center help desk in the AC building. You may also call the computing center at (409) 882-3033.