



## FREQUENTLY ASKED QUESTIONS

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➤ ***When is the Library open?***

**Spring and Fall semesters:**

Mon. - Thurs. 7:30 am to 8 pm  
Fri. 7:30 am to 5 pm  
Sat. 9:00 am to 1 pm  
Sun. Closed

**Summer semesters:**

Mon. – Thurs. 7:30 am to 6 pm  
Fri. 7:30 am to 5 pm  
Sat. Closed  
Sun. Closed

During intersessions and spring break we close at 5 pm all week. A calendar showing holidays and other closings is available on the Library home page at <http://library.lSCO.edu>.

➤ ***How do I check out library materials?***

Bring your current campus ID card and selected materials to the circulation desk on first floor. You must be enrolled in the current semester and your card must have a mark on the back indicating your current semester enrollment.

➤ ***How many items may I check out and for how long?***

Students may check out up to 25 books for a three week period (21 days). Students may check out two DVDs or CDs for a two day period. Two renewals are allowed unless someone else has placed a hold on the item. Reference books, periodicals and most reserve materials are “in-library-use” only. Reserve materials are items such as course text books. Some reserve items, such as test study guides, may be checked out for a three day period.

➤ ***Where do I return borrowed items?***

Return items to the circulation desk. When the library is closed, drop items into the book drop located near the curb on the 2<sup>nd</sup> street side of the building.

➤ ***What are the fines and fees for overdue or lost materials?***

Fines for books are 25¢ a day, and DVDs/CDs are \$1 per day. For lost items the fee is the replacement cost plus a \$20 processing fee. **Pay fines at the cashier’s office and return to the circulation desk with the paid receipt**, so we can then remove the fine from your library account and remove your hold in the student information system.

➤ ***How do I locate books and DVDs to check out?***

Use the Library Catalog, a link on the Library’s home page (<http://library.lSCO.edu>). Books that circulate are in the “Stacks” location on 2<sup>nd</sup> floor and also in a section called “Fun Reads” on 1<sup>st</sup> floor. DVDs are located in the Stacks on 2<sup>nd</sup> floor, in the first shelving unit by the stairs. While using the Catalog, copy the call number for any items you need, notice their location and status (if checked out). Then go to the location to find them. Help is always available, if needed, at the 2<sup>nd</sup> floor help desk.

➤ ***What if I need something at another library?***

We can order books from other libraries. This service is called Inter-Library Loan (ILL). Many of the libraries in the United States participate in this service. It might take a few days or longer, depending on the item, but it is usually a free service. The ILL form is on our Web site. LSC-O students can also use the Orange Public Library.

➤ ***Does the Library have any eBooks (electronic books, online books)?***

The Library Catalog provides information and links to access many eBooks. These same eBooks are also available in a database called *eBooks on EbscoHost*, which may also be searched outside of the catalog. Log in to this and other Library databases from off campus by using your MyLSCO username/password . We also have many reference-type books available in databases. Our cataloged eBooks are not downloadable to tablets or eBook readers.

➤ ***How do I find magazine, journal and newspaper articles?***

The Library subscribes to a variety of databases that provide these articles. Databases can be found on the library home page under “Find articles in databases.” Databases are provided on several Web pages arranged by types of sources, by subject categories, and in alphabetical order by names. We do have print magazines and newspapers on the 2<sup>nd</sup> floor, but many more are available in the databases. We also have a Periodical List called “A to Z” that shows what periodicals are available by title or subject and what database provides access to each title.

➤ ***Can I access any library databases from outside the Library?***

All of the Library’s electronic resources can be accessed digitally from anywhere through the Library home page. The catalog is open access to anyone. Databases all ask for your MyLSC-O login when off campus. Computers in other campus locations provide access via the Library home page after logging on to the computer.

➤ ***Does the Library have computers and printers for students to use?***

Yes, there are many computers in the Library. All are networked to a printer. The computers provide access to the Web, Web browsers, MS Office and other course-related software. Individual printing is being monitored by PaperCut software, and first-time users must login to this program to print. The computers do not allow permanent saves to their hard drives, so students need a jump drive to save files. Students also have a course management system called Desire 2 Learn that allows saves in a locker along with an email system for course communication.

➤ ***Does the Library have wi-fi internet access?***

Yes the campus has wi-fi hot spots in all buildings. Go by the Computer Help Desk in the AC building, Room 101 for wi-fi information. We also have a wi-fi guide on 2<sup>nd</sup> floor near the help desk.

➤ ***What other services does the Library offer?***

There is a scanner available on the first floor, last table of the back lab. There is a copier on 2<sup>nd</sup> floor by the elevator. Copying costs 10¢ per page and \$1 bills may be used. If you need to print something **in color**, the Learning Center (across the foyer in Room 113) has a color printer. There are four group-study rooms available on 2<sup>nd</sup> floor, many study tables, and comfortable chairs for studying and meeting with fellow students.

➤ ***What else should I know about the Library?***

We maintain the Library as a teaching, learning and studying space. Use headphones for listening to audio (check one out at the circulation desk), and keep cell phones on vibrate or off mode. Use cell phones **outside** of the library. No food is allowed. Drinks must be in securely covered containers and not placed near the computers. Please **do not re-shelve books**. Leave them on a table or book cart.

***.....And remember, we are here to help. Please ask for assistance at any time. Visit the help desk on 2<sup>nd</sup> floor, or the circulation desk on 1<sup>st</sup> floor for help. You may also call these help desks:***

***2nd floor: 409-882-3082 and 1<sup>st</sup> floor: 409-882-3982***