



HOURS: **Long Semesters** Mon-Thurs: 7:30-8, Fri: 7:30-5, Sat: 9-1, Sun: Closed
Summer Sessions Mon-Thurs: 7:30-6, Fri: 7:30-5, Sat-Sun: Closed
Breaks & Intersessions Mon-Fri: 7:30-5, Sat-Sun: Closed

Checking out library materials—Check out library materials at the Circulation desk near the entrance. **Student ID cards are required.** Limits: 25 books and two DVDs/CDs at any one time. Check-out periods: Books-three weeks; DVDs/CDs-two days. Late fees are 25¢ per day for books, \$1 per day for DVDs, CDs and reserve items. Pay late fees at the 3rd floor cashier's desk and **bring the receipt BACK to our front desk so we can remove blocks on your library account.** Unpaid late fees cause blocks on future registration and access to transcripts.

Library Locations on First Floor—

Fun Reads—A collection of best-selling fiction and non-fiction books is to your right on the wall, as you enter the Library. The catalog calls the location "Fun Reads."

Circulation Desk and Reserves—Many (but not all) course text books are held in the reserve office for in-library use only. You may scan items in the back lab or use the copier on the 2nd floor. Standardized test study guides are also on reserve along with any special materials for specific courses. Ask at the front desk for any of these items.

Computer labs—Students may login to all library computers with **MyLSC-O logins.** Non-enrolled users must show a picture ID and use designated computers. Use is limited to one hour per day and printing limited to five pages for non-enrolled users.

Software and printing—All computers have Web access and MS Office software. Printing is free at all computers, with Papercut, a print software that monitors student printing per semester. Use alternatives to printing whenever feasible. Use a jump drive for saving files and either email backup files to yourself or save to your D2L locker. Print PowerPoint slides as handouts, 3 or more to the page. Always ask for help if you don't know how.

Second Floor Collections—books, reference books, videos, CDs and periodicals—Upon arriving at the 2nd floor via the stairs, all items to your right are allowed to circulate (to be checked out). Items to your left, in the periodical and reference collections, do not circulate. However, most items in the Career Center, the last row of Reference, are allowed to circulate.

The Online Library—Go to <http://library.lSCO.edu> for the Library Web site. Use the Library Catalog and the A to Z Periodical list from any location. EBooks, periodicals and reference materials are in databases accessible with the MyLSCO login. Quick-action service request forms and our collection of research help guides (LibGuides) are also available on the Web site.

The Library Catalog—Use the online catalog to find book, video and CD items and their locations on the library shelves. Access and use the catalog from any location, by going to the library Web site and clicking the **Library Catalog** link. No login is needed to search the Catalog. However, eBooks found in the catalog are in an eBook database called Ebooks on EbscoHost. Databases need MyLSCO logins when the user is off campus. (OVER)

The Library Databases—Use the databases to find published articles, from magazines, journals, newspapers, and reference books. All databases can be accessed when off-campus by using **MyLSC-O logins**. On-campus database use does not require a login.

Library Locations on 2nd Floor—

Stacks—The large collection of books and media to the right (when at the top of the stairs) is called the **Stacks**. Books in the Stacks are assigned shelf locations based on their **main subjects**. Like most academic libraries, we use the Library of Congress (LC) call number system, which uses letters and numbers to create shelf addresses known as “call numbers.” Call numbers are subject codes for the main subjects of books. Copy or print the call number from the library catalog before heading to the Stacks or Reference locations. Look for items alphabetically by call numbers. Call number ranges are placed at the ends of the shelves.

Videos/CDs (Media)—All on the first unit of the **Stacks**. Our videos are a mix of popular movies, and educational materials. Media call numbers are designated as **DVD or CD**, then assigned a number and shelved by the type of media in numerical order. To locate the call number for a specific video or CD, search in the library catalog by title-(type the title and click the “title” button, or by an actor (type an actor’s name and click the “author” button).

Reference—The Reference collection is on the left beyond the computers. Reference books include encyclopedias, dictionaries, directories, almanacs, and atlases. The last row of Reference is the **Career Center**, a collection of books about various careers. Except for the career books, Reference books do not circulate and their contents must be copied at the photocopier by the elevator.

Periodicals—Items published on a regular basis, such as newspapers, magazines, and scholarly journals are called periodicals. They are located to the left of the stairs. Periodicals are arranged **A-Z by their titles**. Use the **A to Z List** for information about what is available either in print or online in our many periodical databases.

Photocopier—Located next to the elevator, copying cost is 10¢ per page. The copier accepts both coins and bills. To avoid lots of quarters in change, use one dollar bills.

Group Study Rooms—Four group study rooms are available for groups to use. We ask that groups keep voice levels down for those who need a quiet study space.

Cell phones and head phones—Students need to set cell phones to vibrate mode while in the library and answer cell phone calls outside the library. Use head phones to listen to audio or to view videos. Head phones are available at the Circulation desk on first floor.

Rest rooms and water fountains— Are in the hallway between stacks and reference on 2nd floor and in the main foyer on the first floor of the building.

No food or drinks in the library except drinks with secure lids--The library provides free coffee under the stairwell during finals. Please refrain from having any drinks near the computers.

Borrowing from other libraries—We will borrow library materials from other libraries. Fill out an online form telling us what you need. This process is called an inter-library loan (ILL) Online ILL Forms are on the library home page. Ask for help if you need it.

Help Desk—Librarians are at the help desk near the periodicals, to help students during regular hours. Call 409-882-3082 or e-mail us using our “**Ask a question**” form on the Web site.