What?  
(Academic Outreach)

The Labette Community College (LCC) Library provides library services for all of the College’s students, including those enrolled in distance education courses or at extension sites. If a student is enrolled in courses and lives outside of Parsons, he/she can receive library services support.

Services provided to students enrolled in distance education courses include:
- directing students to library resources closer to home or work
- providing brief telephone reference service related to course work
- conducting limited literature searches for research projects (upon approval from the instructor)
- photocopying or printing articles from journals, course reserve materials, and limited pages from books

There may be fees attached to some of these services. Please see “Receiving Materials” on Page 6 for information on fees.

We encourage students to:
- Visit the LCC Library in person at least once during the semester. Why? Although staff can do literature searches and research, only students know what they really need. Serendipity plays an important role in research, and students have more investment in their studies when they discover resources on their own
- Use local or area libraries for research as much as possible. If citations for articles or books owned by the LCC Library are found, the LCC Library staff can provide these materials to area libraries through interlibrary loan. If citations for books or articles are found that the LCC Library does not own, it will save time by using the interlibrary loan services. If you are in a different city or state, then a local public library or local academic library should be able to provide interlibrary loan services
- Submit interlibrary loan requests weeks in advance to complete the project or paper. It can take one to three weeks for materials to arrive. Some requests may take longer if materials are not immediately available
<table>
<thead>
<tr>
<th>Who?</th>
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<tbody>
<tr>
<td><strong>Labette Community College Library</strong></td>
</tr>
<tr>
<td>200 S.14th</td>
</tr>
<tr>
<td>Parsons, KS 67357</td>
</tr>
<tr>
<td><a href="http://www.labette.edu/">http://www.labette.edu/</a></td>
</tr>
<tr>
<td><strong>Library Director</strong></td>
</tr>
<tr>
<td>620-820-1168</td>
</tr>
<tr>
<td><strong>Library Services</strong></td>
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<tr>
<td>620-820-1167</td>
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<tr>
<td><strong>Interlibrary Loan Services</strong></td>
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<tr>
<td>620-820-1154</td>
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<tr>
<td><strong>Library Fax Number</strong></td>
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<tr>
<td>620-421-1469</td>
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<tr>
<td><strong>Library Director</strong></td>
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<tr>
<td>Scotty Zollars</td>
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<td><strong>Library Assistant</strong></td>
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<tr>
<td>Phylis Coomes</td>
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<td><strong>Library Aide</strong></td>
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<tr>
<td>Lee Ann Eggers</td>
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<td><strong>Library Aide</strong></td>
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<tr>
<td>Erlene Cares</td>
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<tr>
<td><strong>Library Aide (Fall and Spring)</strong></td>
</tr>
<tr>
<td>Laurie Fehrenbach</td>
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<tr>
<td><strong>Library Aide (Summer)</strong></td>
</tr>
<tr>
<td>Mike Brotherton</td>
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<th>When?</th>
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**Regular Library Hours:**
Monday-Thursday 8:00 a.m.—9:00 p.m.
Friday 8:00 a.m.—NOON (limited services offered on Fridays)

**Interim Hours:**
Monday—Friday 8:00 a.m.—4:30 p.m.

**Summer Hours:**
Monday & Tuesday 7:00 a.m.—7:00 p.m.
Wednesday & Thursday 7:00 a.m.—4:30 p.m.
How?
Requesting Services

Students may request services by mail, phone, e-mail, or FAX. A waiver form (see page 26) must be completed prior to receiving services.

Mail or FAX:
Copy and complete the request form in this packet.

Phone:
If no one is available at the phone number listed page 4, please leave a voice mail message or send an e-mail or FAX request. (To know what information to include in the requests, see the Request for Off Campus Services Form on pages 24-25.)

Email:
Students may send an e-mail message to any of the Library addresses located at the bottom of the LCC Library homepage. Students may also use the “Email Reference Service” link found on the left side of the homepage. (To know what information to include in the requests see the Request for Off Campus Services Form on pages 24-25.)

For all of the above, include:
- Name
- Address
- E-mail address
- Daytime and evening phone numbers
- Student ID number
- Course name and instructor name

The Library staff strives to fill requests within 24 hours. However, some requests may take longer if materials are not immediately available.
Receiving Materials

Loans:
Library materials may be put on hold for one week. Material that is not picked up in one week will be shelved or sent back. Make sure you bring your LCC ID to check out materials.

Returns:
Books or other materials can be dropped off in the LCC Library drop boxes or materials can be returned through the U.S. mail. Please allow enough time to avoid late fees. Fines will be assessed on books that are not returned on time. Fine charges are ten cents per day per item. Overdue fines for interlibrary loan books are $1 per day per item.

If materials have not been returned from the previous semester and any related charges remain unpaid, the student will not be able to use outreach services until the record is cleared.

Copies:
Students will be billed for all copies including the cost of postage. All bills must be paid by the end of the semester for which a student is enrolled. Please pay by check or money order. No coins, please. The following charges apply:

- Minimum copy charges per order (1-10) $1.00
  Additional pages will be charged on the following rates:
  - Photocopies $.10 per page
  - Copies from Microfilm $.10 per page
  - Copies sent by FAX $.50 per page

Interlibrary Loan:
If a student needs materials that LCC Library does not own, the Library may be able to obtain the materials by using the interlibrary loan system. These materials must be picked up at the LCC Library. A student may be able to obtain items that the LCC Library does not own faster by using the interlibrary loan services at his/her local library.
Where?

**Periodicals:**
LCC Library Periodicals (magazines, journals, newspapers), in hard copy (HC) and microfilm (MF), are housed in the LCC Library basement. Email the Library for assistance in viewing these items.
1. To see a list of periodical holdings from the LCC Library Home Page, click on “Periodical Databases” and then click on “Periodical Holdings List” to view materials in a PDF.
2. The same list may be accessed by selecting “Employees” on the left side of the library homepage. Then select “Periodical Holdings List” hyperlink to PDF.
3. If you are on campus and in the LCC Library, then look at it in the “Periodical Holdings List” booklet located near the library computers.

**Library Catalog:**
LCC Library uses a Web-based catalog, which is also available through the Library’s Web site. For access, please see the instructions included in the pamphlet under “Accessing the Catalog on the Web” found on page 8.

**Electronic Databases:**
The electronic databases listed on the LCC Library Web site are accessible on the college’s main campus and remotely under “Periodical Databases.” For access please see “Accessing the Online Databases Off Campus” found on page 8.

**Ask:**
If a student needs help locating materials, finding resources, or doing research, he/she should not hesitate to ask— staff members are eager to help. The Library also has an “Email Reference Service” link on the LCC Library Web site. Use this service to communicate with the Library about renewing materials, reference assistance, etc.

**Library Cards:**
All students are issued a student ID card when they enroll. Students must have their LCC student ID to check out materials. If students do not have their ID and/or a waiver on file, then materials will not be checked out to them. LCC employees are issued an ID card and must use the card to check out materials.
Accessing the Catalog on the Web

To access the library catalog on the Web:

- Go to the Labette Community College Library Web site:
  http://www.labette.edu/library
- Click on Library Catalog
- Type in a subject, a title, and/or an author’s name
- Press Go
- Click on the entry to get into the record

Additional capabilities are available when students log into the Web catalog. The login for this catalog is the student’s ID number, and the password is the student’s birth year. Library Instructional videos are available under the “Students” link that shows how to use these services. Students must install Windows Media Player to view these tutorials.

Accessing the Online Databases Off Campus

To access the online databases from off campus:

- Go to the Labette Community College Library Web site:
  http://www.labette.edu/library
- Click on “Periodical Databases” link and then select “Off Campus Access to LCC Databases.” Once it has been selected you will need to put in your LCC ID number as the user name and the year of your birth as the password

NOTE: This option is only available to LCC employees and to currently enrolled LCC students.
- Click on the desired database

NOTE: Databases are subject to change due to funds, content, publisher, and the state/ the federal, and/or the college’s decision. In order to view articles from a database you will need to have Adobe Reader downloaded on your device.

The following pages detail how to use the individual databases.
For basic search:

- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar.
- Then on the next drop bar to the left select either “All,” “All Subjects,” Title and Series,” “Topic,” or “Transcript and Notes”
- Select “Go” button
- Select a search result in a blue hyperlink with amounts of results showing
- Choose from either item to view playlist, etc.

For advanced search:

- Select the “Advanced Search” grey tab
- Select either “All Videos” or “Clips and Playlists” tab
- Beside each option is a data field and a place to select certain terms
- Fill in desired search entries and then select “search” or “clear”

Retrieve:

- Click on desired hyperlink to access clip/video
- This same page offers the viewer the ability to enlarge video, view in full screen, play, adjust volume, see transcript (tab), clips (tab), release notes (tab), and other options
- This page enables you to select the “embed/Link” icon. After selecting this option a popup window appears that will show the Permalink to item. It will then give directions on how to “Copy Link” or “Copy Embed Code”

YOU MUST HAVE ADOBE FLASH PLAYER TO ACCESS PAGE IMAGES/LINKS.
America’s Newspapers
Includes America’s Historical Newspapers (1690– 2000)
(Some full text and page image included)

For search on “America’s Newspapers”:
- Select America’s Newspapers, then select from either the search shortcuts or select the hyperlink America’s News
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits
- Click on “Search” (Results: lists of articles)
- Click on the hyperlink of the desired article

Retrieve:
- Print or Email

Other Option: select “America’s Historical Newspapers (1690– 2000)”:

For search:
- Select America’s Historical Newspapers (1690-2000) database hyperlink
- Select the Browse tab to search or select the Search tab
- When you select the Browse tab, you are able to select preselected topics by “Eras,” “Date,” “Government, Military & Political Events,” “Social &Cultural Issues,” and “Discoveries, Inventions & First” which are all shown in a timeline format
  OR
- When you select the Search tab type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits
- Then fill in areas, if possible, under the tabs of Dates and Eras, Article Types, Places of Publication, Newspaper Titles
- Click on “Search” (Results: lists of articles)
- Click on the hyperlink of the desired article

Retrieve:
- Once a selection is made, it will show on another page a brief overview of topics along with “News articles on this topic,” including the “pros,” “cons,” “first hand accounts,” and other related articles and suggested searches
- Once an article appears you can zoom, view the page, reset image view, view the article as a PDF, or Print by the icons above the article
CINAHL Plus with Full Text  
(Cumulative Index to Nursing and Allied Health Literature)

If using iTouch or iPad:  
You must download the PDF Application and the EBSCO Application via e-mail before you will be able to send an article in an e-mail which can be viewed as a PDF. From there, you are able to save or to print the article later.

For basic search:
- “Basic Search” option is the default search
- In the “Basic Search,” type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type in the search items in the search bar
- Click on “search” button
- Refine search results by using options on the left of webpage
- Click link to full text html or full text PDF under the title of the article

For advanced search:
- Under the “Basic Search” bar select “Advanced Search.” Select the fields to be searched
- Type in search term(s)
- Select “Search”
- Select hyperlinked title or the hyperlink “PDF Full Text” under each option
- Click the link to full text html or full text PDF under the title of the article

Retrieve:
- Print, download or email using the icons on the Adobe task bar for page image

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.  
NOTE: Only eight people can access at the same time.
For basic search:
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the search items in search bar
- Click on “search” button
- Select from entries

For advanced search:
- Select “advanced search” found in the purple ribbon tab located at the top of the webpage
- Type in search term(s)
- Select the fields to be searched
- Limit by:
  -with all of the words  -with the exact phrase  -with any of the words
  -sounds like the word  -without the words  -sort results by:
  -fields  -limit you search to ...
- Click “search” button or Enter button on keyboard
- Select from entries

Retrieve:
- You can print, e-mail, save, or share by clicking on the appropriate icons above the opened article

NOTE: Students may be able to use the other options in the purple ribbon at the top of the page, or they can narrow their search by using the suggestions on the left side of the webpage. Students also can use the “Continue Searching in” (dropdown box) and “Search” area above the Topic Pages and Reference entries. This option allows students to use other scholarly search engines and databases provided by the LCC Library.
EBSCOhost
(Some full text and page image included)

If using iTouch or iPad:
You must download the PDF Application and the EBSCO Application via e-mail before you will be able to send an article in an e-mail which can be viewed as a PDF. From there you are able to save or to print the article later.

To start search:
- Select one or more of the “Jump to:” options by putting a check mark in the boxes next the relevant database pertaining your you research topic/keyword
- Then Select the “Continue” button
Or
- Checkmark the Select/Deselect all box
- And then click “Continue” button

For basic search:
- “Basic Search” option is the default search
- In the “Basic Search” search bar type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type in the search items in the search bar
- Click on “search” button
- Refine search results by using options on the left of webpage
- Click link to “HTML Full Text” or “PDF Full Text” under the title of the article

For advanced search:
- Under the “Basic Search” bar select “Advanced Search.” Select the fields to be searched
- Type in search term(s)
- Select “Search”
- Select hyperlinked title or the hyperlink “PDF Full Text” under each option
- Click link to “HTML Full Text” or “PDF Full Text” under the title of the article

Retrieve:
- Print, download or email using the icons on the Adobe task bar for page image

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.
JSTOR
(Some full text and page image included)

For basic search:
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar.
- Click “Search”
- Select items from the results. Make sure that you click the PDF hyperlink under the article.

For advanced research:
- Hover cursor over search tab and when the “Advanced Search” appears, select it.
- Or select “Advanced Search” located under the basic search bar.
- Type in search term(s)
- Select the fields to be searched
  - For example: author, title, keyword
  - May use up to 3 words or phrases
- Select the fields to be searched (e.g. year or format)
- Click on “Search” (Results: records)

Retrieve:
- Click on the “Page Scan” hyperlink or preferably the “Article PDF” hyperlink under the blue link to the article. If you just click the hyperlink of the article, then it will make it very difficult to view article to print out.

NOTE: If a pop box appears concerning JSTOR Terms and Conditions make sure to “Accept JSTOR’s Terms and Conditions and proceed to PDF”
- Click on Print icon in the Adobe task bar, etc.

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.
Learning Express Library
(You will need to create your own account once you are in the
database. You will then use your log in each time you access the
account.)

Learning Express Library offers practice tests, exercises, skill-building courses,
and general information.

How to use:
• Select one of the learning centers you have an interest in either from the list
on the left hand side or click on the option, “...click here to browse the
complete list of Learning Centers" under “Get Started Now.”
• Select a “Learning Center”
  - Elementary School
  - High School
  - College Students
  - GED Preparation
  - Occupation Practice Tests
  - U.S. Citizenship
  - Middle School
  - College Preparation
  - Computer Skills
  - Workplace Skills Improvement
  - Skill Building for Adults
  - Recursos para Hispanohablantes
• On the left hand side a blue box appears asking you “What Do I Do Now?” It
gives you an idea how to use this service
• Select an item in the blue bar listing
• Select next item
• On the right hand side it will ask you to “login to add”
• Each time to you use this service you will need to login
• Select a course
• Click on “Start this Course Now!” on the right hand side of the screen
• Complete the course(s). If you need any assistance, please, contact the LCC
Library during business hours
McGraw Hill’s Access Science

For basic search:
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the search items in the search bar
- Click on “Search” (Results: lists of materials)
- Click on the blue hyperlink to retrieve the desired item

For advanced research:
- Click on “Advanced Search?” found above the search button
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type this word(s) in the search bar under “Enter search term(s):
- Select one or more of the content types provided to search within
- Select magnifying glass icon at the end of the search bar to search
- Click on the blue hyperlink to retrieve the desired item

Retrieve:
- Print View, Email a link, bookmark, or share features
Morningstar Investment Research Center
(Some full text and page image included)

For search:
- Automatically populates to the “Home” tab
- Type in the ticker or name of the investment and enter button on keyboard. to view the Quote, Chart, Stock Analysis, Performance, Key Ratios, Financials, Valuation, Insiders, Shareholders, Transcripts, Filings, Bonds, and Options.
- You can also select the other tabs at the top of the page, such as:
  - Home
  - Funds
  - Markets
  - Help & Education
- Click on “PDF Report” to print in ADOBE. You must use the print icon on the Adobe bar

Retrieve:
- Print, download, email from the menu or task bar

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.

NOTE: Only two people can access at the same time.
OmniFile Full Text Select  
(Some full text and page image included)

If using iTouch or iPad:

You must download the PDF Application and the EBSCO Application via e-mail before you will be able to send an article in an e-mail which can be viewed as a PDF. From there, you are able to save or to print the article later.

For basic search:

- “Basic Search” option is the default search
- In the “Basic Search,” type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Type in the search items in the search bar
- Click on “search” button
- Refine search results by using options on the left of webpage
- Click link to full text html or full text PDF under the title of the article

For advanced search:

- Under the “Basic Search” bar select “Advanced Search.”
- Select the fields to be searched
- Type in search terms and options
- Select “Search”
- Select hyperlinked title or the hyperlink “PDF Full Text” under each option
- Click the link to full text html or full text PDF under the title of the article

Retrieve:

- Print, download or email using the icons on the Adobe task bar for page image

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.
Opposing Viewpoints Resource Center
(Some full text included)

For basic search:
- Type in keyword(s), words used to describe the subject being searched. Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar
- Click on “Search”
- It will then take you to a topic page. From there you are able to choose from “Featured Viewpoints,” “Viewpoints,” Academic Journals,” “Statistics,” and many more research related items. It can also give you ideas on other related topics
- Select hyperlink
Or
- Select a blue hyperlink under the “Everything” section at the left side of webpage. It will give you options of “Viewpoints,” “Academic Journals,” “Statistics,” and many more
- Select a desired hyperlink

For advanced research:
- Select “Advanced Search” found under the basic search bar
- Type in search term(s). You may need to use several of the search bars and proper drop down field
- Scroll down the page to select “Limit To”:
  - full text documents  - peer reviewed journals
- Scroll down the page to select “Limit By”
  - Publication date “From”… “To” ……  - Document Type
  NOTE: Use “Add” and “Remove” to place parameters from the left hand box into the right hand box. The right hand box is the one used in your search
- Select by:
  - Content Type  - Content Level
  - Lexile Range
- Select item under (i.e. “news for,” “magazines for,” “academic journals for”)
- Click on “Search” button at the bottom of page
- Select preferred blue hyperlink

Retrieve:
- Select Print, email, etc. from the “Tools” area on the right hand of the page
Proquest Nursing and Allied Health Source  
(Some full text and page image included)

For basic search:
- Type in keyword(s), words used to describe the subject being searched. 
  Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. You also check mark “Full text,” and/or “Peer reviewed” suggestions under the search bar. 
- Click on the magnifying glass at the end of the search bar to search.
- On the new page you are able to Sort and Narrow your results by using the features found on the left of page.
- Select either the hyperlink title or the icons below each article indicating what format it is viewable in such as “Citation/Abstract,” “Full text,” or “Full text-PDF”

For advanced research:
- Hover mouse arrow over Advance tab until a drop down list appears. Choose the “Advance Search”
- Type in keyword(s), words used to describe the subject being searched. 
  Connect the words with OR and AND. Using OR will give more hits and using AND will limit the hits. Key the word(s) in the search bar. You also checkmark “Full text,” and/or “Peer reviewed” suggestions under the search bar.
- Click on the magnifying glass at the end of the search bar to search.
- Adjust the Search options of “Limit to,” “Date range,” “Subject heading (all),” “Age group,” “Source type,” “Document type,” “Language,” and many more.
- Select the “Search” button.
- Select either the hyperlink title or the icons below each article indicating what format it is viewable in such as “Citation/Abstract,” “Full text,” or “Full text-PDF”

Retrieve:
- Once item is open, it can be E-mailed, Printed to fit, Cited, Exported/Saved, or Shared by using the icons found near the top of the page.

YOU MUST HAVE ADOBE ACROBAT TO ACCESS PAGE IMAGE.
WorldCat
(An online catalog. It does not show full text.)

For basic search:
- Type in keyword(s), words used to describe the subject being searched.
  Connect the words with OR and AND. Using OR will give more hits and using
  AND will limit the hits
- Fill in the author, title, ISBN or year information
Then
- Click on “Search” (Results: lists of materials)
- Select items from the tabs (e.g. “articles”)

For advanced research:
- Select the Advanced Search button
- Then type in search term(s)
- Select the fields to be searched
  - For example: author, title, key word
  - May use up to 3 words or phrases
- Select limits (e.g. year or format)
- Click on “search” button

Use other resources:
- Use the blue hyperlink to retrieve the material’s record to be used through
  Interlibrary Loan, or to be plugged into other databases to get the full text,
  book, and/or etc.
Kansas Library Card

(Use only when needed for those who are out of state or use satellite based internet)

You can apply for a Kansas Library Card at any public, school, or academic library in the state of Kansas. They will ask you a few questions to set up the account. You will be asked first name, last name, middle initial, and birthdate (mm/dd/yyyy).

To obtain a card, present your driver’s license to a library staff member, who will give you a card with a pin number. The Kansas Library Card may be used to access additional resources that are available from the State Library of Kansas. To access this site see State Library of Kansas Databases page 24.

To access the State Library of Kansas Databases with your Kansas Library Card:

- Go to http://www.kslc.org
- Type in the pin number found on the Kansas Library Card and your birthdate as MM/DD/YYYY
- Click on “Submit”
- Select the desired database to search
State Library of Kansas Databases

These are additional resources that are available from the State Library of Kansas. If you are located within the borders of Kansas, you can access these resources by IP recognition. If you are outside the borders of Kansas these resources may be obtained with a Kansas Library Card. (see page 23) You must also have a Kansas Library Card if you have AOL as a carrier or use satellite internet within the state of Kansas.

To access the State Library of Kansas Databases:

- Go to http://skyways.lib.ks.us/KSL/?
- Click on “explore our resources” hyperlink under the Find bar
- Click on desired database

Or

- Go to LCC Library homepage click on “Periodical Databases,”
- Click on “On Campus Access to LCC Databases,”
- Click on the last bullet of the list called, “State Library of Kansas Databases”
- Click on desired database

Search engines and limits will be different depending on the database chosen. For assistance contact the Library.
Request for Off Campus Services

Please fill in all bolded fields

Date: ________  Librarian’s Initials _____

Student Information:
Name: _____________________________________________________________
Address: _____________________________________________________________
Preferred Phone (s): ___________________________________________________
Email: _______________________________________________________________
Course: _______________________________________________________________
Instructor: _____________________________________________________________

Type of Request: ______________________________________________________

A. Informational or Reference:
   Question: ____________________________________________________________
   Answer: _______________________________________________________________
   Source: _______________________________________________________________

B. Literature Search: (Please attach permission for this service from instructor)
   Topic as stated by student: ______________________________________________
   Keywords: _____________________________________________________________
   Date parameters (e.g. last 5 years): _______________________________________
   Type restrictions (e.g. research articles): _________________________________
C. Book Loan:
   Author: ____________________________________________________________
   Title: ______________________________________________________________
   Call #: _____________________________________________________________

D. Periodical Photocopy Request:
   Periodical title: ______________________________________________________
   Year: _________ Month: _________ Pages: ________________________________
   Author of Article: _____________________________________________________
   Title of Article: ______________________________________________________
   I cannot use information after: __________________________________________
   Order the information by Interlibrary loan until (date): __________
   Send material as it:
      Comes in _________
      Grouped by number (list number) ____________
Library Waiver

To Whom It May Concern:

When the library mails a library book or other library materials to me, I will be responsible for all damages from the time the book leaves the Labette Community College Library until it is returned.

Should the book or other library materials get lost in the mail, I will be responsible for all charges from the lending library.

When returning items to Labette Community College Library, I will insure the book or other library materials for $50 per library item.

Sincerely,

Name:
Student ID #:
Address:
Phone:
Cell Phone:
Email:

Please attach a copy of your Labette Community College Student ID or your driver’s license.