LCC LIBRARY
for LCC employees

Come check things out @ your library!
**Instructor Reserve**
Magazine/journal articles, books or other materials may be placed on reserve for students to check out or use in the Library. Please check at the end of each semester to see what items are still current for your classes. See Lee Ann Eggers for more information.

**Faculty DVD Checkout**
A list of all DVD holdings is kept in the library and on the library Web pages. DVDs may be checked out by LCC faculty members (full and part time) for the semester.

**Library Committee**
The Library Committee is composed of faculty and staff who represent various academic areas. Currently, its membership includes: one representative from Humanities, one representative from Science, two representatives from Allied Health, two representatives from the professional staff, and two representatives from the educational support staff. The committee offers suggestions and works to promote and to improve library services.

**Interlibrary Loan (ILL)**
Books or journal articles may be requested through ILL. This service is free unless the loaning library charges a fee. See Scotty Zollars or Phylis Coomes for additional details.

**Off Campus/Online Class Capability**
For those needing information about the LCC Library for themselves or for their students, we offer a “Library Video Tour” hyperlink and other informational videos on the library homepage under the employee link.

To access databases from off campus, you will need to have your LCC ID number and birth year. From the LCC Library homepage, click on “Periodical Databases” and follow the directions shown on the library web page.
If you have any problems with the databases, need more information, or would like information about off campus access, contact the LCC Library.

**Book and Journal Recommendations**
Requests for purchased can be made through email, in your account on the LCC Library Catalog after you have logged in, or through a link on our homepage “Request Material to Add to Our Collection.” Also the library staff sends reviews from *Library Journal* and other discipline specific catalogs for faculty to review and initial recommendations. See Lee Ann Eggers for more information and for returning reviews.

**Bibliographic Instruction and Classes in the Library**
Library instruction tours are given at the request of instructors. It is necessary to schedule tours in advance to avoid scheduling conflicts. We will adapt tours, as much as possible, to fit your needs. It is also suggested that instructors schedule class times for research in the Library due to seating constraints. Instructor must be present in Library while tours are given. Library staff are not responsible for holding an instructor’s class. See Lee Ann Eggers for more information or the Library Tour Menu pamphlet.

**Paper of the Year Awards**
These awards are given annually for outstanding student papers. There are two divisions, research and creative. First, second, and third place prizes may be given for each division. The first place winning paper in each category is bound and placed in the library’s permanent collection. Details are available on the LCC Library’s webpage or in the library.

**Wireless Access**
The Library is one of the sites on campus with wireless capabilities. The Library staff will assist as much as they are able. For further assistance contact computer services at 820-1146.
**Textbook Reserve**
A current textbook collection is also housed behind the circulation/information desk for students to use in the library. Not all LCC course textbooks are available.

**Suggested Behaviors**
Please refrain from using cell phones in the Library. Please keep all drinks away from the computers.

The book return is located outside the northwest entrance to the main building, near the elevator. There is also a book return located at the end of LCC Library’s Information and Circulation Desk by the photocopier and the south exit.

There are instructors who reserve times for their classes to use the Library. You are welcome to still use the Library during this time. We often put “Reserved” signs on the computers to let you be aware of an incoming class. If computers are reserved, be aware that you will be asked to log off until after the class has been dismissed.
LCC Library Hours AND Contact Information

**Note:** Hours are subject to change

**Spring and Fall:**
Mon.-Thurs., 8 AM - 9 PM
Friday, 8 AM - NOON
Sat & Sun., CLOSED
**Note:** Fridays are staffed by a single staff member. No Research or Tours will be scheduled. Only the basic service will be provided (computers, check in, check out, etc.). Retrieval of items downstairs (magazines, newspapers, etc.), will not be available by library staff on Fridays.

**Summer:**
Mon. & Tues., 7 AM - 7 PM
Wed & Thurs., 7 AM - 4:30 PM
Friday - Sun., CLOSED

**Interim Hours** (Between semesters)
Mon. — Fri. 8 AM - 4:30 PM

**Library Staff**
820-1168 .................Library Director: Scotty Zollars
820-1154.................Library Assistant: Phylis Coomes
820-1167.................Library Aide: Lee Ann Eggers
820-1167...............Part-Time Library Aides:
   Erlene Cares
   Laurie Fehrenbach (Fall & Spring)
   Mike Brotherton (Summer)

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

**Facebook Group:** (no spaces)
LCC Library

**Twitter:** (no spaces)
@LabetteLibrary