



**LABETTE**  
COMMUNITY COLLEGE

## **Library**

**OFF CAMPUS SERVICES**

<http://www.labette.edu/library/index.html>

# LCC Library



Revised 7/16/2024

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## **What? (Academic Outreach)**

The Labette Community College (LCC) Library provides library services for all of the College's students, On-Campus or Off-Campus. 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
- Photocopying or printing articles from journals, textbook reserve, instructor reserve materials, and limited pages from books

There may be fees attached to some of these services. **Please see "Receiving Materials" on Page 7 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 of the local library. 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 as soon as possible 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.
- Make sure you check your LCC student email daily.

## **Labette Community College Library Information**

### **Who? (Names, Numbers, and Addresses)**

Labette Community College Library	
Physical Location	1230 Main Street Parsons, KS 67357
Mailing Address	200 S. 14th Street Parsons, KS 67357
Web Address	<a href="http://www.labette.edu/">http://www.labette.edu/</a>
Library Director	620-820-1168
User Services	620-820-1167
Interlibrary Loan Services	620-820-1154
Library Fax Number	620-421-1469
Library Director	Scotty Zollars
Library Assistant	Phylis Coomes
Library Aide	Hillary Bode

### **When?**

#### **Fall/Spring Library Hours:**

Monday-Thursday: 8:00a.m.-9:00p.m.  
Friday-Saturday: Closed

#### **Library Interim Hours:**

##### **Summer Interim:**

Monday-Thursday: 8:00a.m.-4:30p.m.  
Friday-Sunday: Closed

##### **Fall Interim:**

Monday-Thursday: 8:00a.m.-4:30p.m.  
Friday-Sunday: Closed

#### **Library Summer Hours:**

Monday & Tuesday: 8:00a.m.-7:00p.m.  
Wednesday & Thursday: 8:00a.m.-4:30p.m.  
Friday-Sunday: Closed

#### **After-Hours Access Hours:**

Sunday-Saturday: 7:00a.m.-11:00p.m.

## **How? Requesting Services**

Students may request services by mail, phone, e-mail, or FAX. A waiver form (see page 30) 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 on page 5 please leave a voice mail message or send an e-mail or FAX request.

### **Email:**

Students may send an e-mail message to any of the Library addresses located at the left in the tab called "Library Directory" of the LCC Library homepage. Students may also use the "Ask a Librarian" link found on the left side of the homepage.

### **For all of the above, include:**

- Name
- Address
- Your LCC e-mail address
- Cell Phone Number
- 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 may be dropped off in the LCC Library drop boxes or materials may be returned through the U.S. mail. Please allow enough time. There are no fines on LCC library-owned items. However, the 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 with cash. 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

### Interlibrary Loan:

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. If a student needs materials that the 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. Students will be notified by their LCC e-mail or phone number.

## Where?

### **Periodicals:**

LCC Library Periodicals (magazines, journals, newspapers), those in hard copy labeled in (HC) and microfilm labeled in (MF).

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. If you are on campus and in the LCC Library, look at it in the "Periodical Holdings List" booklet located near the library computers or on the hyperlink on the far left of screen on the "Periodical Databases" page.

E-mail the Library for assistance in viewing these items.

### **Library Catalog:**

The LCC library catalog is available through the Library's Web site. **For access, please see the instructions included in this pamphlet under "Accessing the Catalog on the Web" on page 9.**

### **Periodical Databases and Discovery System:**

The periodical databases listed on the LCC Library Web site are accessible on the college's main campus and remotely under "Periodical Databases." You also have access to e-books through different periodical databases from our library webpage. The discovery system is available from the LCC Library search box above the periodical databases. **For access please see "Accessing the Periodical Databases Off Campus" found on page 9 and the State of Kansas Library information on the E-card can be found on page 28.**

### **Other resources:**

Be sure to look at links on the left side of the "Periodical Databases." Note on the right side of the Library Home page, it gives you access to other resources such as open access to journals, books, e-zines and other information. Also from the library homepage, check out the "Student Resources" page and "Online Resources," page. The links on these pages lead you to other Web resources, information on writing and how to format an APA or a MLA paper, library tutorials, and other library handouts.

### **Ask:**

If a student needs help locating materials, finding resources, or doing research, he/she should not hesitate to ask Staff members who are eager to help. The Library also has an "Ask a Librarian" link on the LCC Library Web site. Use this service to communicate with the Library about renewing materials, reference assistance, etc.

### **ID Card Required:**

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/index.html>
- 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 "Student Resources" link that shows how to use these services. **Students must install Windows Media Player to view these tutorials.**

## **Accessing the Periodical Databases Off Campus**

### **To access the periodical databases from off campus:**

- Go to the Labette Community College Library Web site:  
<http://www.labette.edu/library/index.html>
- Click on "Periodical Databases" link and then select it in the column "Off Campus Access to LCC Databases." Once the database 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, including adjuncts, and currently enrolled LCC students.

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.**

## **LCC Library Resources**

**Found at the top of the Periodical Databases page.**

### **Basic Search**

- Type in keyword(s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits in the search bar.
- Click the search button.
- On the right side of the page you can limit your search and on the right side of the page gives you LCC Resource Links, Newswires, Related Images, Related Historical Images, Related Medical Videos, and Related Videos.
- When selecting an E-book, the new page will first give a brief book description further down the page will give you "Most Relevant Pages From This Book" and "Table of Contents"
- Once a chapter is selected on the right side of the new page will have the "Table of Contents" and at the top of the page is "At to Folder", "Save Pages", "E-mail Pages", "Print Pages", "Cite", "Dictionary", "Export", "Permalink", and "Google Drive".
- Chapters can be downloaded.

### **Advanced Search**

- Type in keyword(s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits in the search bar.
- Search Options to help limit your search.
- On the left side of the page you can limit your search and on the right side of the page gives you LCC Resource Links, Newswires, Related Images, Related Historical Images, Related Medical Videos, and Related Videos.
- When selecting an E-book, the new page will first give a brief book description further down the page will give you "Most Relevant Pages From This Book" and "Table of Contents"
- Once a chapter is selected on the right side of the new page will have the "Table of Contents" and at the top of the page is "At to Folder", "Save Pages", "E-mail Pages", "Print Pages", "Cite", "Dictionary", "Export", "Permalink", and "Google Drive".
- Chapters can be downloaded.

**Can be access from off campus.**

## **Credo General Reference Premium (Some full text and page image included)**

On the homepage you can type in the search bar for you topic or you can Browse by Subjects. At the bottom of the page will have Visual Exploration and Research Quick Tips.

### **For basic search:**

- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the search items in search bar
- Click on “search” button
- Under the Search results is Articles, Images, and More Library Resources.
- On the right side of the page is a mind map and filter options.
- Once you have clicked on an article on the right side of the page is Related Searches and Related Articles.

### **Retrieve:**

- You can Save, Share, Cite, Read Aloud, and Translate.
- Citations are available at the end of the articles. However, make sure that they are correctly formatted when you use them.

### **For advanced search:**

- Advanced search will show after you have done a basic search to the right of the search bar.
- Type in search term(s)
- Limit your search with Narrow Date by Year, Narrow by Collection, Narrow by Subject, Narrow by Title, and Search Articles with the Following Features.

### **Retrieve:**

- You can Save, Share, Cite, Read Aloud, and Translate.
- Citations are available at the end of the articles. However, make sure that they are correctly formatted when you use them.

## **Digital Public Library** **(Some full text and page image included)**

### **What is it?**

**The Digital Public Library provides access to many resources from other collections from libraries, archives, museums, and other cultural heritage institutions. It provides you the use of free materials, such as photographs, books, news footage, personal letters, maps, oral histories, government documents, artwork, and other materials with the help of digital formatting.**

### **To Search:**

- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar.
- Click the “search” button.
- On the left side of the page you can refine your search by Type, Subject, Date, Locations, Language, Contributing Institution, and Partner.
- Under the brief description is View Full Item that will take you to the site of what you are wanting to look at.

### **OR**

- Browse by Topic, New? Start Here
- Under the search bar you can also browse by Online Exhibitions, Primary Source Sets, or How can I use DPLA?

**EBSCOhost**  
**(Some full text and page image included)**

**If using touch screen or iPad:**

**You must have PDF reading capability on your device. From there you may be able to view, save, send, or to print.**

**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 AND/OR. 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 and right sight of the webpage. The page may repopulate or you may need to click “Search” button to refresh your search.
- 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) and limiters to refine results
- 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.**

## **Gale Virtual Reference Library (Some full text and page image included)**

### **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 AND/OR. 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” or magnify glass icon button
- Refine search results by using options on the right side of the webpage.
- Once you clicked on the link above the article there’s “Translate”, “Font Size”, “Listen”, “Google Drive”, “One Drive”, “e-mail”, “Download”, and “Print”.
- At the bottom of the article there’s Sources, Source Citation, More Like This, and Explore to help find more like the topic you are look for.

### **For advanced search:**

- Beside the “Basic Search” bar select “Advanced Search.” Select the fields to be searched and enter search terms
- Use the Advance Search terms (s) and parameters to narrow or broaden your search
- Select “Search” button
- Refine search results by using options on the left of webpage.
- Once you clicked on the link above the article there’s “Translate”, “Font Size”, “Listen”, “Google Drive”, “One Drive”, “e-mail”, “Download”, and “Print” .
- At the bottom of the article there’s Sources, Source Citation, More Like This, and Explore to help find more like the topic you are look for.

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## **JSTOR**

**(Some full text and page image included)**

**JSTOR now has Images.**

### **For basic search:**

- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar
- Click “Search” icon
- Narrowing your options can be done by using the options to the left side of the webpage.
- Select items from the results.
- To the right of the article select Share, Save, and Download PDF.

### **For advanced research:**

- 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
- Narrow By to help limit your topic.
- Click on “Search” (Results: records)
- Click the PDF hyperlink to view, or you can select the options to Share, Save, Download PDF

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## **Kansas Library Catalog** **(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 AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in 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 side of the page.

### **For advanced research:**

- On the far right of the search bar is the Advanced button. Select it to continue your search.
- From here you may type in your search key words or phrases.
- You may select from a drop down for the all of the words, any of these words, and/or the exact phrase.
- You also have another drop down list to search.

### **Retrieval:**

- You will need to place an Interlibrary Loan (ILL). You can do so from our LCC Library Homepage. Just select the Interlibrary Loan Request tab. You can also request the item in the LCC Library by filling out an ILL form. If you are not in the area, you may be able to request the item from your local library.

NOTE: It will time out of your session after a period of time.

NOTE: This is part of the **State Library of Kansas Resources** database link shown on the LCC Library's Periodical Database homepage.

## **Morningstar Investment Research Center**

### **For Basic Search**

- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar. Click on the magnifying glass at the end of the search bar to search. (Sometimes this does not always work and you may have to go to one of the tabs to search).
- Once you have entered your topic, you will be taken to a new page that will show you Charts, Quote's, Analysis, and etc.
- You can choose from one of the tabs to search through or look for.
- On the home page you can click on the little arrows to search in that area. Once you have clicked on the arrow you will be taken to a new page, at first it will not have much, there will be what looks like a play button once you have clicked that it will bring up a list that you can choose from. When you have clicked on one from the list you will be taken to the page with all the details.

## **NewsStream**

### **For Basic Search**

- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar. Click on the magnifying glass at the end of the search bar to search.
- Once you have gotten results, your main results will show up and on the right side of the page will show you videos of your search.
- At the top right of the search results you can modify search, recent searches, and save search/alert.
- When you select an article, under the title you can save as PDF, Cite, Cope URL, Print, and All Options.
- You can switch between Full text and Details.

### **Advanced Search**

- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar. Click the search button.

## **Nursing and Mental Health in Video (All Videos)**

**(you do not have to register to use)**

### **About:**

**Is videos on mental health discussed by a licensed therapist and interviews with patients by the licensed therapist.**

**All Videos start off with a disclaimer of content is for general information and shouldn't be used in place of going to a Doctor.**

**Homepage will have a collection of videos to choose from.**

### **To Search:**

- At the top right of the page click in the search box.
- To the right of the search you can search by Current Channel, All Videos, or All Channels.
- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar. Click on the magnifying glass at the end of the search bar to search.
- Above the videos you can Filter your results or Sort by.
- Once you select a video will go straight into full screen mode.
- Above the video will be tabs for Full screen, Transcript, Details, Clips, Share, and Cite.
- At the bottom of the page are some related videos to what you are searching.

## **Nursing Education in Video (All Videos)**

**(you do not have to register to use)**

### **About:**

**Is a collection of videos for general educational health videos and training videos for nurses. Also should not be used in place of a Doctor.**

**Homepage will have a collection of videos to choose from.**

### **To Search:**

- At the top right of the home page click in the search box.
- To the right of the search you can search by Current Channel, All Videos, or All Channels.
- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar. Click on the magnifying glass at the end of the search bar to search.
- Above the videos you can Filter your results or Sort by.
- Once you select a video will go straight into full screen mode.
- Above the video will be tabs for Full screen, Transcript, Details, Clips, Share, and Cite.
- At the bottom of the page are some related videos to what you are searching.

## **Opposing Viewpoints Resource Center (Some full text included)**

**You may need to use a different browser besides Internet Explorer. You might try Chrome, Mozilla Firefox, or Safari.**

### **For basic search:**

- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the search bar
- Click on "Magnifying Glass" icon
- At the top of the new page gives you quick links to go to specific content.
- On the right side of the page you can filter your results and select either full text or peer-reviewed journals.
- Once you selected an article, under the title shows you the authors, from, and document type to help with citing the source. You can also have the article read to you.

### **For advanced research:**

- Advanced Search will be at the end of the search bar.
- Type in keyword (s), words used to describe the subject being searched. Connect the words with AND/OR. Using OR will give more hits and using AND will limit the hits. Key the word (s) in the 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 "More Options".
- Click on "Search" button at the bottom of page
- Once you selected an article, under the title shows you the authors, from, and document type to help with citing the source. You can also have the article read to you.

### **Retrieve:**

- Select Print, email, etc. from the "Tools" area on the right side of the page

## **ProQuest Nursing and Allied Health Source (Some full text and page image included)**

### **For basic search:**

- Above the search bar is “All”, “Scholarly Journals”, “Books”, “Videos & Audio”, “Dissertations & Theses”, and “More”.
- Type in keyword (s), words used to describe the subject being searched  
Connect the words with AND/OR. 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 left side of the page
- Select either the hyperlink title or the icons below each article indicating what format it is viewable in such as Abstract/Details, Full text, or Full text-PDF.

### **For advanced research:**

- Select the advanced search above the search icon
- Type in keyword (s), words used to describe the subject being searched.  
Connect the words with AND/OR. 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
- Select the “Search” button
- Select either the hyperlink title or the icons below each article indicating what format it is viewable in such as Abstract/Details, Full text, or Full text-PDF,

### **Retrieve:**

- Once you select an item or open it, on the upper right side of the page you can “Save as PDF”, “Cite”, “Email”, “Print”, “All Options”

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## **Kansas State Library Resources/ Kansas Library E-Card**

**(You can use it out of the state too. If you have concerns, then contact us to help troubleshoot)**

You can apply for a Kansas Library E-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, middle initial, last name, 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 25](#).

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

- Go to <http://kslib.info/> or the one on the card
- Type in the ecard number found on the Kansas Library Card and your birthdate as MM/DD/YYYY
- Click on "Submit"
- Select the desired database to search or any other feature of interest

NOTE: You may need to use satellite based internet or a different web browser.

NOTE: This is part of the [State Library of Kansas Resources](#) database link shown on the LCC Library's Periodical Database homepage.

## **Kansas State Library Resources/ 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 or having difficulty accessing through your internet provider (IP address), then these resources may be obtained with a Kansas Library E-Card. (see page 17) 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 <https://kslib.info/221/Online-Databases>
- Click on desired database hyperlink

Or

- Go to LCC Library homepage click on “Periodical Databases,”
- Using the column called “Periodical Resources” on the right side of website
- Click on the last bullet of the list called, “State Library of Kansas Databases”
- Click on desired database hyperlink

NOTE: This is part of the **State Library of Kansas Resources** database link shown on the LCC Library’s Periodical Database homepage.

**Search engines and limits will be different depending on the database chosen. For assistance contact the Library.**



# Labette

Community College

*Where It's All About You!*

200 South Fourteenth Street, Parsons, KS 67357 • Telephone (620) 421-6700 • [www.labette.edu](http://www.labette.edu)

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## **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:

Your LCC Email:

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