



Library Services User Guide

Library Services consists of both the Library (Room C-124) and Room C-119, often referred to as the LRC or Library Resource Center. With the assistance of professional librarians, upon completion of RPCC's core general education courses, students will be information literate, able to locate and effectively utilize library/information resources.

How can Library Resource Services help students?

Circulation/Collection Locations

Books, journals, newspapers, CD-ROMs, DVDs, videos & calculators are available in the Library and LRC for students to use. Books, videos, DVDs, CD-ROMs & calculators can be checked out at the Service Desk. Most books have a loan period of 28 days & most videos, DVDs, & CD-ROMs for 2 days. Calculators circulate as Reserve items, for 2 or 4 hours, depending on the type of calculator. The general stacks are in C124. Most VHS & DVD materials are on the top shelves in C124. Oversized items are along the back wall in C124. Other materials are located in the LRC (C119). See staff for more information.

Electronic Access/ Online Databases

Free access to fee-based electronic databases that contain articles from newspapers, journals, books, and other resources covering a wide range of subjects is also available on or off campus. Students can access these electronic resources anytime from an off campus site by clicking any **Databases** link on our website. On-campus access is available from any student computer in the Library, C119, C118 or the Computer Lab. For off-campus access, see the enclosed insert.

Library Catalogs

We provide access to the RPCC online catalog which contains records of all the items held in the RPCC Library. Students can search for books, videos, etc., by clicking any of the **Catalog** links on the Library Services website. The online catalogs of other libraries, including all academic libraries in LOUIS (the Louisiana Library Network) and local public libraries are also available through links on our website. Click **Other Libraries** or see **Library Services & Resources** under **Research Guides**.

Interlibrary Loan/LALINC – Library Services provides students with Interlibrary Loan Services so that you have may access to books and journals from other libraries around the state, across the country, and even around the world. LALINC cards are available for current students, which allow for limited borrowing privileges from most other colleges/universities in the network. Please contact a librarian to receive these services.

Reference - Library Services also provides Reference Services for students, faculty & staff. Librarians and staff will help users find resources and information to help them complete class assignments or fulfill other information needs. Reference inquiries may be made in person or by phone (225-675-0218) during regular hours, or by e-mail, to lrc@rpcc.edu, any time; requests sent by e-mail should receive a response within 24 hours or by the next business day if received when the Library is closed.

Copying and Printing

The Library has a copier and a printer for student use. Copies and printing costs are 10¢ per page and a Copy Card must be purchased from the machine located in the Library. This card may also be used to print in the Computer Lab (B117/118).

Special Collections in the Library Resource Center

Instructional math videos for all course levels are available for check out from the C119. Many follow the current textbooks. There is also a collection of **Children's Books** available in the C119.

Course Reserves

Occasionally, instructors may place materials on reserve for students to use. Course reserves are kept at the Circulation Desk and can be checked out for use within the Library (in most cases) for a period of 2 hours or, for some items, overnight (due 8:00am).

Textbook Collection – Reserves

If available, a copy of the current textbook for most classes may be borrowed for a 4-hour period during the first 3 weeks of classes. Students may check out the textbook to use outside of the library; however, the 4-hour checkout period is to ensure that day and evening class students have access. Reserve fines (\$.10/minute) apply.

Testing Services - Librarians and staff are available to administer make-up and/or extended-time exams for students during specified times with instructor approval. **24-hour advance sign-up is required.**

Research Methods Course (LISR 1000)

A 1-credit hour course is available most semesters for students, especially those planning to transfer to a 4-year college. The course provides students with in-depth instruction on locating, evaluating, and utilizing information resources. Electronic resources, such as the Internet, are emphasized.

Bibliographic Instruction

Professional librarians will instruct any student in the use of available information resources, both print and electronic, and in the use of equipment in the Library and Learning Lab

Circulation Policies for Students

Books ----- 28 day loans
Videos/DVDs/CD-ROMs----- 2 day loans
Textbooks (current) ----- 4 hour loans
Course Reserves ----- 2 hour loans
[Reserve items do not leave the library, unless otherwise stated]

Note: Reference items and periodicals are for use in the Library and Learning Lab only and cannot be checked out.

Fines and Fees

Overdue books and videos ----- 35¢ per day
Overdue course reserve items ----- 10¢ per MINUTE

If you lose an item that is on loan to you, you must pay any late fees, the cost of the item, plus a \$20.00 processing fee.

Loss of Borrowing Privileges

LIBRARY BORROWING PRIVILEGES AND REMOTE ACCESS TO DATABASES WILL BE SUSPENDED IF LIBRARY FINES OR CHARGES REACH \$15.00 (\$25.00 FOR RESERVE ITEMS) OR AN ITEM IS NOT RETURNED WITHIN 60 DAYS.

Please note: ALL students and faculty are responsible for reading and following Library Services policies posted on the website. See <http://www.rpcc.edu> , click **Library, then **Policies**.**

Library Services Contacts:

Library E-Mail: lrc@rpcc.edu

Wendy Johnson – Director of Library Services

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Library Homepage: <http://library.rpcc.edu/>
RPCC Homepage: www.rpcc.edu

Fall & Spring Semester Hours:

Monday – Thursday: 7:30 a.m. to 7:30 p.m.

Friday: 7:30 a.m. to 5:00 p.m.

Saturday: 8:30 a.m. to 1:30 p.m.

Sunday & Holidays: Closed

Summer Semester Hours:

Monday – Thursday: 7:30 a.m. to 7:30 p.m.

Friday: 7:30 a.m. to 5:00 p.m.

Saturday, Sunday & Holidays: Closed

Hours Between Semesters:

Monday - Friday: 8:00 a.m. to 5:00 p.m.

Saturday, Sunday & Holidays: Closed

Please note: Hours are subject to change.

