

## Contacts

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### Ranganathan's 5 Laws"

1. Books are for use.
2. Every reader, his book.
3. Every book, its reader.
4. Save the time of the reader.
5. A library is a growing organism

River Parishes Community College is an open-admission, two-year, post-secondary public institution serving the river parishes. The College provides curricula up to and including Associate of Arts and Associate of Science degrees for students transferring to other colleges and universities. River Parishes Community College also partners with the communities it serves by providing programs for personal, professional, and academic growth.

River Parishes Community College fulfills its mission by offering:

- A general education core curriculum supporting all College programs
- Articulation agreements with state colleges and universities
- College preparatory education for under-prepared students
- Programs and services to enrich and support student success
- Learning resources and technologies that support student learning
- Flexible class and program schedules for on and off-campus students
- College credit classes for qualified high school students
- Effective partnerships with business, industry, and community organizations



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A member of the  
Louisiana Community and Technical  
College System



## Library Services



**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.**  
**(when there are Saturday classes)**  
**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**

## Welcome

Library Services consists of both the Library (Room C-124) and the 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 should be information literate, able to locate and effectively utilize library and information resources.

## How can Library Services help students?

### ~~Circulation

Books, journals, newspapers, CD-ROMs, DVDs and videos are available in the Library and C119 (LRC) for students to use. Most books, videos, DVDs and CD-ROMs can be checked out at the Circulation Desk with an RPCC student ID. Books have a loan period of 28 days, videos, DVDs and CDs for 2 days, and certain items are restricted to Library use only.

### ~~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. On campus access is available from any student computer in the Library, Learning Lab or Computer Lab. Students can also access these electronic resources anytime from an off campus site via RPCC's homepage at URL [www.rpcc.edu](http://www.rpcc.edu). Just click on **Library**, then **Off-Campus Databases**. A **user ID** and **PIN** are required for access off campus.

### ~~Library Catalogs

We also provide access to the RPCC online library catalog which contains records of all the items held in RPCC's library. Students can search for books, videos, DVDs and CDs by clicking the **Catalog** links on the Library Services website. The online catalogs of all the academic libraries in LOUIS (the Louisiana Library Network) are also available through a link on our web page. 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 access to books and journal articles from other libraries around the state, across the country, and even around the world.

LALINC cards are available for current students, which provides borrowing privileges from other colleges/universities in the network. NOTE—Circulation privileges vary with each institution, and not all extend privileges to undergraduates, but most allow use of the majority of their materials in-house. Contact those institutions for more information.

### ~~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](mailto: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).

### ~~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

### ~~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. 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. Normal course registration policies and procedures apply.

## Circulation Policies for Students

Books ----- 28 day loans  
Videos/DVDs/CD-ROMs----- 2 day loans  
Textbooks [current]----- 4 hour loans  
Course Reserves ----- 2 hour

[Reserve items do not leave the library, except when noted]  
Note: Reference items and periodicals are for use in the Library 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), AN ITEM IS NOT RETURNED IN 60 DAYS, OR A STUDENT VIOLATES OTHER STUDENT RESPONSIBILITIES AS DESCRIBED IN THE RPCC STUDENT HANDBOOK.**

**Please note:**

**All students are responsible for reading and following Library Services policies posted on the website. See [www.rpcc.edu](http://www.rpcc.edu) and click on **library** for more information.**