

Library Services

PURPOSE STATEMENT AND OVERVIEW

RPCC Library Services exists to support the mission and goals of River Parishes Community College. Library Services provides the RPCC community with materials, resources, and instructional services necessary for excellence in teaching and learning.

Library Services encourages students to use the collections, resources, services, and facilities to complete assignments and for personal growth. The Library faculty and staff are eager to assist students in learning how to effectively search for, locate, and use information.

Students are welcome to leave comments and suggestions for improvement of Library Services. A Comments/Suggestion Box is located on the Library Service Desk in the Library, or students can email Library staff, talk personally with a librarian face-to-face or via telephone, and/or participate in surveys periodically in order to leave feedback for library personnel. A student may also contact any member of the Library Services Advisory Committee to provide input or feedback..

Library Hours and Contact Information

Monday – Thursday

7:30 A.M. – 7:30 P.M.

Friday

7:30 A.M. – 5:00 P.M.

Saturday

8:30 A.M. – 1:30 P.M. (Fall and Spring Semester only)

Sunday and Holidays

Closed

Email: lrc@rpcc.edu

Voice: (225) 675-0218

(225) 675-0231

(225) 675-0201

Fax: (225) 675-8595

housed online at netLibrary and accessible In

CIRCULATION POLICIES AND LOAN PERIODS

Students must have a valid RPCC Student ID in order to use the resources available in Library Services.

The loan period for the various resources is as follows:

Books 28 days

Audio/Visuals 2 days

Reserve Items 2 or 4 hours, depending on the item

Fines for overdue materials are 35¢ per day (books, CDs, DVDs, etc.) and 6¢ per minute for Reserve items.

LOCATION, EQUIPMENT, AND FACILITIES

Library Services is located in Building C, rooms C119 and C124. The Library has computers with Internet access, a printer, a copier, a scanner, and a TV/VCR/DVD station available for student use. Copies and print jobs are 10¢ per page and a Copy Card is required. Copy Cards can be purchased in the Library.

COLLECTIONS / INFORMATION RESOURCES

RPCC Library Services owns and has access rights to a wide variety of information resources for conducting research, enhancing information literacy skills, and for continuing life-long learning. Students may access the Library's Catalog and Databases via the Library's web page in order to locate resources or ask a librarian. Librarians are available to help students with research, including instruction on how to use the resources and how to cite the information sources.

Print and Electronic Books

The RPCC Library has more than 15,000 locally owned volumes to support the curriculum and additional volumes are acquired and cataloged on an ongoing basis in order to ensure up-to-date support for new and changed courses. RPCC Library also owns or provides access to more than 55,000 e-books

housed online at netLibrary and accessible via the Library web page. E-books are available to authorized RPCC users twenty-four hours a day.

Print and Electronic Periodicals

RPCC owns and/or provides local access to some print periodicals and provides online access to thousands of newspapers, magazines, and journals in licensed electronic databases. Resources are available for access on-site during normal Library hours, and remote access to electronic resources is available to authorized RPCC users (active students, faculty, and staff) twenty-four hours a day via the RPCC Library web page.

Videos, CDs, and DVDs

The Library has numerous audio/visual resources ranging from video tutorials to popular DVD movies. Math tutorials are located in room C-119 and other titles that support all other subjects are in C-124.

INSTRUCTIONAL OPPORTUNITIES

LISR1000 - Research Strategies and Electronic Resources (one-credit hour elective course offered online) - Usually available during the Fall and Spring semesters.

Course-Integrated Library Instruction

Instructors often invite Librarians into their classrooms in order to give students an overview of the resources and information on how to access the resources. Students will learn how to effectively search for information sources for use with their course assignments and research papers.

Point-of-Use Instruction

Students are encouraged to request assistance or help from a Librarian in the use of any of the information resources available to them. Librarians will provide instruction and guidance so that students can conduct effective library research that supports their studies.

ADDITIONAL SERVICES FOR STUDENTS

In addition to Circulation, Reference, Library Instructions, and Course Reserves, the Library offers students opportunities to borrow items from other libraries via

InterLibrary Loan (ILL). Books and some periodical articles may be obtained from other libraries at the student's request. Please allow at least two weeks for delivery of ILL items.

LALINC Services are also available to students. A LALINC card may be issued to students upon request and it allows students to borrow materials from other participating academic libraries without the need to wait for ILL delivery.

Proctored Testing Services

Librarians will proctor tests for students in online courses, for make-up exams, or other exams approved by and provided by their instructors. The schedule of testing times is available in room C-119 along with a list of rules and procedures.

In order to take a proctored test in the Learning Resource Center (Room C-119), students must:

- ≡ Make an appointment at least 24 hours prior to taking the proctored test
- ≡ Show up at your appointed time — No tests will be started early or more than 20 minutes late.
- ≡ Provide a valid picture ID to a Library Services employee
- ≡ Identify the instructor and course
- ≡ Sign the Proctored Testing Form provided by Library Services

Students are responsible for knowing and following all the rules associated with taking a proctored exam in the LRC. All requirements are posted on the Library's web page.

