

# GUIDE to the LOS ANGELES CITY COLLEGE LIBRARY

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**Welcome to the LACC Library!** We truly want to help you make the Library an important part of your LACC education. You can learn so much here! The following are the most commonly asked questions about the Library:

## HOW CAN I FIND A BOOK?

All of the Library's books are listed in the COMPUTERS. From the main screen, select "Book Search." Then you can look under "words or phrase", "author", "title", "subject", and even by "call number" (Power Search option). When you find a book you want to see, copy the **full call number** located below the entry for the book. This tells the location of the book. **IF YOU NEED HELP** with the computers, or with finding information, please **ASK THE LIBRARIAN** at the Reference Center, near the computers.

## HOW CAN I LOCATE A BOOK ON THE SHELVES?

The entrance to the BOOKSTACKS is opposite the computers. The bookstacks contain shelves of over 100,000 books which you can check out (borrow) or read at the study desks there. Signs at the entrance show you on which of the 4 bookstack levels you can locate the call numbers you want. (One of the best ways to add to your LACC education is to browse through books of interest to you in the bookstacks.)

## HOW DO I CHECK OUT (BORROW) A BOOK?

To check out one or more books, take them to the bookstacks' exit, on level 3, and present them to the attendant at the counter. Show your **LACC ID** (or your **registration receipt** for the current semester and a **picture ID**). You may check out a maximum of 10 books (maximum of 5 on one subject). The date due will be stamped inside the book. The **BORROWING PERIOD IS 28 DAYS** (except in summer), with **NO RENEWALS**. The overdue fine is 10 cents a day.

## WHERE DO I RETURN A BOOK?

To return a book which you have checked out from the bookstacks, drop it in the **BOOK RETURN** slot of the front desk of the Library on the main floor. Late books should be returned at the front counter marked "Fines, Overdues." When the Library is closed, return books in the outside Book Depository on the back (south) wall of the building.

## WHAT ABOUT REFERENCE BOOKS?

Books in the **REFERENCE CENTER**, near the computers, have an **R** on the top line of the call number. These Reference books—such as encyclopedias, dictionaries, almanacs, and atlases—are for use in the Reference area only and cannot be checked out. The Librarian in the Reference Center will help you locate Reference materials, if you cannot find them yourself, and may be able to suggest additional sources. **IF YOU NEED HELP, PLEASE ASK**. The Reference Center also has an unusually good collection of art books.

## WHAT ABOUT RESERVE BOOKS?

You can request Reserve books at the **RESERVE** counter near the entrance to the Library on the main floor. Most materials on Reserve are in demand, so you can borrow them for one week with no renewals. In the computer, Reserve books are marked "TEXTBOOK-RESERVE" before the call number. Any Reserve materials which you check out should be returned to the Reserve counter. The overdue fine is 25 cents per day for one week books.

## WHAT ABOUT TEXTBOOKS?

The Library does not purchase textbooks, but some instructors and departments on campus supply textbooks for student use. You can request Textbooks from the **RESERVE** counter near the entrance to the Library on the main floor. Textbooks can be used 2 hours at a time in the Library only. Textbooks should be returned to the Reserve counter. A sign there shows the higher fines.

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## **WHERE CAN I READ MAGAZINES AND NEWSPAPERS?**

Go to the PERIODICALS CENTER on the top floor. You will see many current issues of magazines, journals, and newspapers in the reading room, and others you can request at the counter. You can also request back issues and check them out overnight (the overdue fine is 25 cents a day). A list of periodicals is available for you to use at the counter and on the LACC Library Web Page ([www.lacitycollege.edu/resource/library/news1.html](http://www.lacitycollege.edu/resource/library/news1.html)). Periodical indexes such as Readers' Guide to Periodical Literature are on tables and shelves near the counter. You can also access periodical articles on Library computers by clicking "Periodical/Database Search" on the library Web page. *ASK LIBRARIAN HOW TO ACCESS PERIODICAL ARTICLES FROM ONLINE DATABASES.*

## **WHERE CAN I USE THE INTERNET AND TYPE PAPERS?**

Most computers in the Library have Internet access. They are provided primarily for **research**. Chatting and games are not allowed but school related email is acceptable. Word processing is available. You may bring in your own floppies to save your work or purchase them for 50 cents each at the Reference Desk. You may also print your work for 10 cents per page.

See LACC Computer Usage Policies: [www.lacitycollege.edu/resource/library/policies.html](http://www.lacitycollege.edu/resource/library/policies.html)

## **WHERE CAN I FIND A PLACE TO STUDY?**

READING ROOMS, STUDY AREAS, and GROUP STUDY ROOMS are located on the west side of the main floor and in the periodicals area on the top floor. There are also study desks in the bookstacks. No conversation is allowed in the open areas, please! Your fellow students want to study!

*Watch your purse, books, etc.! Report any security problems to the Librarian or Sheriff on campus.*

## **WHERE ARE THE . . .**

CHILDREN'S BOOKS: in bookstacks, level 4 (they have "X" on top line of call number)

FICTION (novels, short stories): in Bookstacks, Level 3, near bookstacks' entrance arranged alphabetically by author's last name

FOREIGN LANGUAGE BOOKS: in Bookstacks, level 4

LAW BOOKS: on the top floor in Periodicals Center and study room (some also in Reference Center)

POPULAR COLLECTION (paperbacks, mysteries and science fiction): in Bookstacks, level 3, near bookstacks' exit

PHOTOCOPY MACHINES: on main floor in Reference Center and in bookstacks on level 3  
on top floor in Periodicals Center

PUBLIC TELEPHONE: on ground floor

RESTROOMS and DRINKING FOUNTAINS: on all three floors (but not in bookstacks)

## **WHAT OTHER LEARNING AIDS ARE AVAILABLE?**

Several "Study Aid" guide sheets are available from the Librarian in the Reference Center. These give instruction on bibliographies, book reports, essays, resumes, footnotes, suggested topics for terms papers and speeches, etc. A short self-guided tour of the Library is available at the Reference Center to help you become more familiar with the areas and materials of the Library. A more thorough self-paced Library Orientation course for one unit of credit is available in the Learning Skills Center on the ground floor.

## **WHAT OTHER DEPARTMENTS ARE IN THE BUILDING?**

The LEARNING SKILLS CENTER (for tutoring, tapes, videos, etc.), SPEECH LAB, TRANSFER CENTER, CAREER CENTER, and PLATO LAB are on the ground floor of the building. ASSESSMENT TESTING is on the main (second) floor of the building.

## **WHAT CAN I DO TO HELP?**

**Please**—NO CELL PHONES, DRINKING, EATING, OR SMOKING in the building.

**Turn cell phones off** while in building. Put your trash in the wastebaskets, and push your chair under the table or desk when you leave. Help keep your Library clean and quiet. **Thanks!**