



## NORTHWEST FLORIDA STATE COLLEGE

### Learning Resources Center Information

<http://lrc.nwfsc.edu>

Or through the link on the NWFSC homepage: <http://www.nwfsc.edu>

### Hours for Summer

Mon –Thurs 7:30 a.m. – 8:00 p.m.

Friday 7:30 a.m. – 4:00 p.m.

### Phone Numbers

Circulation Desk – 729-5318

Reference Desk – 729-5395

The Learning Resources Center (LRC) is the official name for the library.

A wide array of research services are available to Northwest Florida State College students and faculty on the Learning Resources Center's (LRC) web site at: <http://lrc.nwfsc.edu>. From any computer with internet access you can take advantage of:

- Full-text articles in research databases
- Online library catalogs providing access to books, ebooks, and other materials
- Online interlibrary loan (ILL) services
- Ask-A-Librarian reference service
- MLA and APA style guides and citation help
- Electronic books (ebooks)
- Lists of recommended websites

**The NWFSC Student ID card is also your library card.** You need it to check out books or use the LRC databases and eBooks. You may need to activate your ID card each semester. For activation, visit the circulation desk in person or call 729-5318.

- To get an ID card go to the Niceville Campus Student Activities Office in K building (729-5277), the FWB campus Business Office in Building 1 (863-6504), or the Chatauqua Center in Defuniak Springs (892-8100)
- Students who are unable to obtain an ID card (ie. distance learning students) may call the circulation desk to get a database access number assigned to them.

To access the research databases from the LRC homepage, click on "I Need to Find... Journal and Magazine Articles". You can also reach them by going to the statewide gateway, LINCCWeb, <http://www.linccweb.org> and selecting "search a specific database":

- Select Northwest Florida State College from the dropdown menu.
- Enter your Borrower ID number which is the 14 digit number below the barcode on the front of your ID card. If you were assigned a database access number, enter it as your Borrower ID.
- Enter your PIN, which was set up as the last four digits of your Social Security number.
- Select a subject area or switch to the alphabetical list of over 100 databases.

The available databases include:

- ACADEMIC SEARCH COMPLETE – Full-text articles on a wide range of topics
- LITERATURE RESOURCES FROM GALE – Literary criticism and biography
- ISSUES AND CONTROVERSIES - Pros and cons for select social issues
- NEWSBANK - Full-text newspaper, magazine, and news wire articles
- JSTOR - Full-text articles from scholarly journals

## There are two main areas in the LRC: Circulation and Reference

**Circulating Books Area [2<sup>nd</sup> floor]** Contains books that can be checked out

**Reference Books Area [1<sup>st</sup> floor]** Contains encyclopedias, indexes, journals, etc. that cannot be checked out.

### The following materials and services are also available on the first floor:

**Reference Desk** Located beyond the stairway, help with researching assignments and finding information is provided. You can contact the reference desk by phone at: 729-5395 or by e-mail at: [reference@nwfsc.edu](mailto:reference@nwfsc.edu) or [Ask-A-Librarian@nwfsc.edu](mailto:Ask-A-Librarian@nwfsc.edu)

**Audio-Visual** Videocassettes, compact discs, tape cassettes, records and equipment for listening and viewing. Since videos and DVDs cannot be checked out by students, viewing stations are available near the audio-visual shelves.

**Florida Ref** (REF-RF) Books about Florida or by Florida authors. They are located at the end of the reference collection.

**Periodicals** Scholarly journals, popular magazines and newspapers in paper, bound, or microform format.

**Circulation Desk** Located by the library entrance on the first floor. Here you can check-out all items, activate student ID, and sign up for study rooms. You can contact the circulation desk by phone at: 729-5318 or by e-mail at: [lrc-circ@nwfsc.edu](mailto:lrc-circ@nwfsc.edu)

**Reserves** Items set aside by an instructor for use by a specific class. They are available at the **circulation desk** for use only within the LRC.

<b>Check-out limits</b>	6 books total 2 items per category: audio cassettes, CDs, records, maps, and charts
<b>Loan Period</b>	2 weeks. Call 729-5318 for information on renewal options
<b>Overdue fine</b>	20 cents per day per item
<b>Copiers</b>	10 cents per page with ID 15 cents per page without ID

### Instruction and Assistance

- One-on-one instruction in the use of library resources is available at the reference desk. The reference desk can also direct you to a variety of study resources such as help with writing and grammar, studying and testing, and organizing and citing research papers.
- Many types of paper handouts explaining different ways to use LRC resources are available throughout the building.
- Visit the LRC website for a list of useful and scholarly websites recommended by LRC librarians, college professors, and other knowledgeable staff.
- For an in-depth examination of library resources, consider taking LIS 2004 – Internet Research (1 credit) - which focuses on using the Internet for research purposes, or LIS 1001 – Library Skills (1 credit) - which focuses on identifying and retrieving the information in the LRC.