



Murry H. Fly

Learning Resources Center

# Guide to Services



ODESSA COLLEGE

**LRC**

study  explore  achieve 



## LRC Policies

### Library Card

The Odessa College student ID card serves as a library card and is required to check out books or use reserve materials. ID cards must be validated for the current semester.

### Reserve Items

Reserve materials are located at the Circulation Desk for student use in the LRC only. A current Odessa College ID card must be left at the Circulation Desk while using reserves. A listing of all reserves is located on the Online Catalog (see page 3).

### Borrowing Privileges

Books may be checked out for two weeks. The checkout limit is 10 books at a time. Concurrent students have a ten-book checkout limit. Students may place a hold on a book that is already checked out, and LRC staff will notify students when the book is available. Reference books are shelved along the perimeter walls of the first floor. They do not check out. Current periodicals are located on the first floor. Back issues are located on the second floor. Periodicals do not check out.

### Book Returns

Books should be returned in the book drop located at the Circulation Desk. After hours, books may be returned in the outside book drop located on the north wall adjacent to the LRC entrance.

### Overdue Materials

The Registrar is notified of all delinquencies, and transcripts are withheld until books are returned. All overdue, lost, or damaged materials must be returned or paid for in order to clear student records. Students who fail to clear LRC delinquencies will *not* be allowed to register for subsequent semesters or to graduate.

### Special Services

Students with physical challenges or special needs are encouraged to seek assistance from LRC staff. Computers are available for wheelchair access and for students with special visual requirements.

# LRC *In-house Services*

## Online Catalog

The LRC's searchable online catalog, contains a listing of all of the books located on the library's shelves and is often the first stop in locating information. In addition, the catalog lists many of the LRC's electronic books and all of its electronic media (such as video tapes). However, the catalog does not contain every item the library owns. Newspapers, magazines, and online databases are listed in sources other than the catalog. Those sources are detailed on this centerfold.

Computers dedicated exclusively to catalog searches are located on the first floor, and the catalog is also accessible via the Internet (see page 5).



## eBook Collection

eBook Collection is a database that houses Odessa College's entire online collection of over 49,000 electronic books known as eBooks – viewable both on and off campus.

To access eBooks, log on to eBook Collection via the link on the LRC webpage, accessed from OC's website (odessa.edu). From the LRC's webpage, click on BOOK SEARCH then select EBOOKS.

Students may print selections from any eBook, however, copyright laws prohibit printing the whole book. Also, students are reminded of the importance of collecting source information such as title, author, publisher, and copyright owner and date.

For questions or problems, contact [pquintero@odessa.edu](mailto:pquintero@odessa.edu) (335-6350) or [dclark@odessa.edu](mailto:dclark@odessa.edu) (335-6645).

# LRC *In-house Services*

## Find Articles

The LRC subscribes to a number of specialized online databases that provide a rich source of information for students — much of which is unavailable from an Internet search. The databases include indexes for periodicals, newspapers, reports, and books in a variety of academic disciplines. Other databases feature encyclopedia articles, reprints, or statistics. Full text is available for some items. Access to these databases is available on the computers on the first and second floors via the LRC webpage under the ARTICLE RESEARCH heading.

To reach the webpage, log on to the OC website (odessa.edu) and select LEARNING RESOURCES CENTER. Remote access also is available via any computer linked to the Internet. For details see page 5.



## Videos Online

Over 7,000 online education videos are available to students 24/7. For access, go to the LRC's webpage and click VIDEOS ONLINE located on the side menu.



## Photocopying

The LRC provides two photocopiers with reduction and enlargement capabilities located on the first and second floors. Cost is 10 cents per page payable at the copiers. Change for bills no larger than \$5.00 may be obtained at the Circulation Desk.

## Interlibrary Loans

Books not owned by the LRC may be checked out from other academic and public libraries. To find books at the UTPB, Ector County, Midland College, and other libraries, students may use the links to these libraries' catalogs located on the LRC's Web page (odessa.edu/dept/library). Many area libraries permit OC students to check out books through the TexShare book loan program. TexShare ID cards are available from the LRC Circulation Desk. Libraries that are not TexShare members may still permit OC students to check out books. Students will need to contact each library for checkout regulations. Materials not found in local libraries may be obtained through other Interlibrary Loan procedures. See LRC staff for current policies

# LRC *Remote Access Services*

**Odessa College students have access to the LRC's online services via the Internet for use after hours or when unable to visit the library.**

## Online Catalog

For off-campus use of the LRC's online catalog (described on page 3), log onto OC's webpage. Then select LEARNING RESOURCES CENTER. Or use the direct URL [www.odessa.edu/dept/library](http://www.odessa.edu/dept/library). On the LRC home page click on LIBRARY CATALOG.

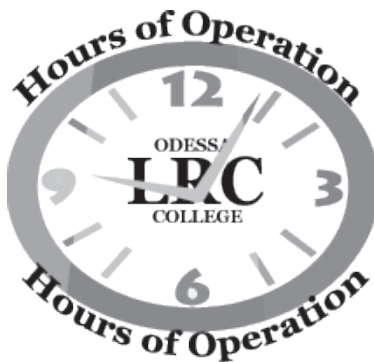
## Online Databases

For Internet access to the LRC's specialized databases (described on page 4), log onto OC's webpage. Then select LEARNING RESOURCES CENTER. Or use the direct web address [www.odessa.edu/dept/library](http://www.odessa.edu/dept/library). Under the ARTICLE RESEARCH heading on the LRC home page select FIND ARTICLES.

## LRC Home page

In addition to resources listed in this guide, the LRC home page contains many other helpful aids for use in the LRC or via the Internet. Among them...

- The "Ask a Librarian" service where students can ask for reference assistance via email.
- Links to style manuals provide guidelines for citing bibliographic information when writing a book report or research paper.
- Research guides and tutorials to help students use the library's online resources.
- Plus other helpful assistance ... Students are urged to browse the numerous selections on the grey sidebar menu.



**Fall & Spring Semesters**

**Monday – Thursday            7:30am – 9:30pm**

**Friday                            7:30am – 1pm**

**Sunday                            2 – 5pm**

Closed on some Sundays: If classes are not held on Friday or Monday, the LRC will be closed that weekend.

**Summer Sessions**

**Monday – Thursday            7:30am – 9pm**

Posted Hours Exceptions: Reduced hours are observed during periods of no classes. Call the library for times.

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**LRC Home Page:**

<http://www.odessa.edu/dept/library>

**Telephone Numbers:**

**Circulation/Reserve Desk            335-6640**

**Reference/Research Assistance            335-6645**

**Periodicals Assistance  
Database Search Specialist  
Interlibrary Loans            335-6350**

**URL's & Phone Numbers**

