

LIBRARY SERVICES

in Lake County

HOURS OF OPERATION *

(FALL 2009 AND SPRING 2010 SEMESTERS)

COOPER MEMORIAL LIBRARY AT LSCC UCF SOUTH LAKE

Monday-Thursday..... 9:00 am - 7:00 pm
Friday, Saturday..... 9:00 am - 1:00 pm
Sunday..... Closed

LSCC LIBRARY - UCF LEESBURG

Monday-Thursday..... 7:45 am - 9:30 pm
Friday..... 7:45 am - 4:30 pm
Saturday 10:00 am - 3:00 pm

UCF LIBRARY

Monday-Thursday..... 7:30 am - 1:00 am
Friday..... 7:30 am - 7:00 pm
Saturday 9:00 am - 7:00 pm
Sunday..... Noon - 1:00 am

* Hours subject to change.

CONTACT INFORMATION

COOPER MEMORIAL LIBRARY AT LSCC UCF SOUTH LAKE

2525 Oakley Seaver Drive
Clermont, FL 34711
352.536.2187
352.536.2275

mtong@mail.ucf.edu
library.ucf.edu/Regionals/SouthLake

LSCC LIBRARY - UCF LEESBURG

9501 U.S. Highway 441
Leesburg, FL 34788-8751
352.365.3563

mtong@mail.ucf.edu
www.lscclibrary.edu

UCF LIBRARY

P. O. Box 160000
4000 Central Florida Blvd.
Orlando, FL 32816
library.ucf.edu

Ask a Librarian..... 1.866.271.7589
General Information..... 407.823.2580
Reference..... 407.823.2562
Interlibrary Loan..... 407.823.2383



for UCF students and faculty

COOPER MEMORIAL LIBRARY at

Lake-Sumter Community College
UCF SOUTH LAKE
352.536.2187
library.ucf.edu/Regionals/SouthLake

LSCC LIBRARY

UCF LEESBURG
352.365.3563
www.lscclibrary.edu

UCF LIBRARY

ORLANDO
407.823.2580
library.ucf.edu



IN PARTNERSH8P WITH



505300-0906



LIBRARY SERVICES

INFORMATION RESOURCES

Most library and information services provided on LSCC and UCF campuses are available to faculty, students and staff at the joint-use library in South Lake and in Leesburg.

LINCC is the library catalog for Florida community colleges. It identifies the books and journals available in LSCC libraries, and can be accessed on the Internet from the library's homepage at www.lsc.edu/library.

UCF's catalog can be searched online from the UCF Libraries' homepage at library.ucf.edu. Databases that index and provide access to journal articles are also provided. Almost all databases are available from non-network or remote sites.

ACCESS FROM NON-NETWORK SITES

Most databases can be accessed from non-network sites using EZProxy and require only a UCF library number. From the UCF Library Articles & Databases web page at library.ucf.edu/Databases enter your Library ID number (your Library ID number is on your UCF card) and the default password is the last 4 digits of your PID. For example, if your PID is b123456, then your password is 3456. Click the Login button, and then click "Yes" to accept the Security Alert(s).

AUDIO-VISUAL MATERIALS

Cooper Memorial Library at LSCC

Videos owned by UCF/LSCC can be requested at the circulation desk and must be viewed in the library.
LSCC -UCF Leesburg Library

The Media department is located next to the library. Videos must be viewed in-house.

UCF Library - Orlando

Media materials and equipment are located on the 3rd floor.

BORROWING MATERIALS

Cooper Memorial Library at LSCC and the LSCC - UCF Leesburg Library

To obtain LSCC library privileges, take your UCF ID to the Circulation Desk for validation. Students may borrow up to 15 items on any one subject at a time for a period of 3 weeks. Items may be renewed once for 3 additional weeks. Faculty are given semester borrowing on most items.

UCF Library - Orlando

You must have your UCF student ID. There is no limit on the number of books you can check out. Undergraduates may borrow items for 3 weeks; graduate students may borrow items for 8 weeks. You may renew items if no hold has been placed on them. Fines for overdue materials are \$0.25 per day. You may renew and return items borrowed from the UCF Library in Orlando at the Cooper Memorial Library at LSCC in Clermont and the LSCC-Leesburg Library. You may also renew materials borrowed from Orlando by calling the Service Desk in Clermont or Leesburg, or by using the online form from the library's homepage.

COMPUTER APPLICATIONS

Cooper Memorial Library at LSCC

Public access to a variety of computer software packages, such as Microsoft Word, Excel, Power Point, and Access, as well as the Internet and e-mail, are provided on the 2nd floor of the library as well as in the library computer labs. Please use your UCF Library number to log in.

The PIN is the last 4 digits of your PID.***

LSCC - UCF Leesburg Library

The computer lab is located in the Library and may be used any time the Library is open and whenever classes are not in a session.

UCF Library - Orlando

Software applications may be accessed at many of the computer workstations located throughout the library. The majority of the computer workstations, however, are located on the library's second floor.

*** For first-time users of the library computers, please ask a library staff to add your library ID and the last 4 digits of your PID into the SAM system.

INTERLIBRARY LOAN

You may borrow items from other libraries by filling out the UCF Interlibrary Loan (ILL) form available on the Internet (library.ucf.edu/ill). You also need to fill out the ILL form to borrow items from the UCF Library in Orlando from an LSCC location. Be sure to indicate where you want the material sent.

LIBRARY INSTRUCTION

Cooper Memorial Library at LSCC and the LSCC - UCF Leesburg Library

Librarians conduct general and subject-specific library instruction classes. Individual, one-to-one sessions can also be requested. To arrange for library instruction, contact a librarian at 352.536.2187, or email mtong@mail.ucf.edu.

PRINTING/COPYING

Cooper Memorial Library at LSCC and the LSCC -UCF Leesburg Library

Computer printouts cost 10 cents per page. Photocopies cost 10 cents per page. Faculty have access to copiers in the Higher Education Facility in Clermont.

UCF Library - Orlando

Photocopy machines are located on every floor of the library with change machines located on some floors. Photocopies are 10 cents per page. Students, faculty, and staff may use their UCF Card for easy and economical copying (7.3 cents per page). Black and white printing (from PCs) costs 10 cents per page and a UCF Card or Visitor Smart Card must be used.

RESERVE MATERIALS

Cooper Memorial Library at LSCC and the LSCC Leesburg Library

Items on reserve can be requested at the Circulation Desk. Request an item by course name/number, or professor. Loan periods vary depending on the faculty member.

