

Reid Memorial Library



Research Rescue Guide www.lc.edu/library

What do I need to check out books or use the periodical databases?

A Lewis & Clark ID card, which can be obtained at the Photo ID lab located on the main floor of Caldwell, room 1333. Stop by the library to activate your card. Your ID/library card is accepted at 71 other colleges in Illinois, including SIUE.

What are the periodical databases and online reference sources?

You can search approximately 40 different databases (not websites) for full-text articles and reference information from nationally and internationally published magazines, journals, newspapers, and reference books.

How do I access the periodical databases from home?

Visit the library's homepage at www.lc.edu/library. From there, click "Find an Article." Choose a category then a database and enter your activated LCCC i.d./library card number. You should now see a search screen.

How do I use the online catalog?

Visit the library's homepage at www.lc.edu/library. Choose "Find a Book" and enter your search. A list of resources will appear with location information and call number.

Circulating Collection = Downstairs

Reference Collection = Upstairs

Video Collection = Upstairs

Tip: If your search term is more than one word, choose "as a phrase" from the middle drop down menu, and "keyword anywhere." It should resemble the following:

Search: harry potter "as a phrase" within "keyword anywhere"

How do I borrow materials from other libraries?

Visit the library's homepage at www.lc.edu/library. Click "Find a Book," then the blue "I-Share Catalog" tab. Enter your search. Click on something of interest. On the right side of the screen will be a blue box. Under "Actions," click "Request this title." Enter your library card number, your last name, then choose LCCC from the "Home Library" menu. Click "Login," then "Request first available copy." Re-enter your "Library Borrower ID" at the bottom of the screen and click "Submit." Most things take about 2 or 3 days to arrive.

How do I renew my books?

Go to www.lc.edu/library. Choose "Find a Book," then the blue "My Account" tab. Enter your library card number and last name. Click "Login." A list will appear. Click in the box next to those items you wish to renew and click "Renew" at the end of the list. Wait for the screen to refresh and then scroll through to check the new due dates.

Note: You must renew a resource no later than the day before it's actually due.



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How do I cite my sources?

Visit the library's homepage at www.lc.edu/library, "How to Cite Resources" is located second from the bottom of the list that appears. Here you will find several handouts and/or links to web information regarding the citation of sources on a bibliography/works cited page and in the text of a paper in the following formats: MLA (Modern Language Association), APA (American Psychological Association), and Chicago Manual of Style.

What does it mean if something is "On Reserve?"

Faculty may put resources at the Circulation Desk that students are required to read or view as part of an assignment. These resources are set aside specifically for those particular courses...they are "On Reserve." Anyone may check these out, but you must have an LCCC library card to use them. Some may be available for overnight use, three (3) days, or library use only. The fine for these materials if they are returned late is \$10.00 per item.

When is the library open?

Fall & Spring: Monday—Thursday: 8:00a.m. to 8:00p.m.

Friday: 8:00a.m. to 4:30p.m.

Summer: Monday—Thursday: 8:00a.m. to 7:00p.m. Friday: 8:00a.m. to 4:30 p.m.

Who do I call about?

Reference & Research Questions: Liz, (618) 468-4320 or Greg, (618) 468-4330

Off-Campus Access to the Databases: Dennis, (618) 468-4310

Overdue Books & Renewals: Debra or Paula, (618) 468-4301

How long may I borrow something and what are the fines if something is late?

Books: 4 weeks Audio-Visual: 1 week Reserve materials: Varies

Books: 10 cents per day Audio-Visual: \$1.00 per day Reserve materials: \$10.00

Is the library haunted?

Harriet Haskell was the principal of Monticello Women's Seminary, later named Monticello College, from 1867-1907 and she is still considered one of the most influential educators of her time. She saw the school through some of its best and worst times, and even overcame personal tragedy. When several women did not travel home for the Christmas holidays one year, she dressed up as Santa Claus and passed around gifts. But, the beard came too close to a candle and caught fire, burning the left side of her face. From that time on, pictures only show her right side.

Fire would flicker its ugly flame again in 1888. As the students and staff slept, the school caught fire in the laundry room. No one was injured, but the building was a total loss. Harriet's popularity would see her and Monticello through, however, with donations pouring in the next day...initially with six-year old Lucy Stowell's 25-cent contribution.

Ten years later, William Reid donated \$25,000 in honor of his wife and Monticello alum Eleanor, for the construction of a Chapel and its Tiffany stained glass window. This is now Reid Memorial Library and Harriet's favorite place to hang out since her death on May 6, 1907.

