If You Need to...

1 **Study.** There are plenty of study tables throughout the library. Just grab one and hit the books, or head to the quiet study room (6-201B).

2 **Use a computer.** Go online, check email, write a paper, create a presentation, or access online library resources. Also, free Valencia Wi-Fi is available throughout the library.

3 **Access course reserves.** Visit the checkout desk on the first floor to get the supplemental materials assigned by your professor.

4 **Work on a paper.** The Computer Access Lab on the first floor has everything you need to make your work shine, including Microsoft Office products and course-specific software.

5 **Meet with Classmates.** Tables are available on the first floor for groups to meet and study.

6 **Get help.** If you need help finding something or using any of the library resources, just ask. Also, Web page services are available at valenciacollege.edu/library/west.

---

**Tips**

- Be sure to bring your student ID. You’ll need it for checking out books and accessing materials.
- If accessing reserves for class, you’ll need to know your course number.
- Be considerate of others. No food/drink at computers, and only small snacks and covered drinks at tables. Don’t leave a mess. If you need to talk on your cell phone, do it in the lobby.
- There’s a lot you can do from home. Visit the library’s website, valenciacollege.edu/library/west to:
  - Find articles in databases.
  - Search the LINCCWeb catalog for books and more.
  - Place requests to borrow items.
  - Ask a librarian through a live chat or email.
  - Access research tools.
- For specialized support, stop by the following locations:
  - Atlas Access Lab: SSB, Room 142
  - Career Development Services: SSB, Room 206
  - Communication Center: Building 5, Room 155
  - Internship and Placement Office: SSB, Room 206
  - Math Center: Building 7, Room 240
  - Tutoring: Building 7, Room 240
  - Writing Center: Building 7, Room 155

---

**Fall/Spring Library Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30 a.m. - 10:00 p.m. (1st floor)</td>
</tr>
<tr>
<td></td>
<td>7:30 a.m. - 9:00 p.m. (2nd floor)</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. - 6:00 p.m.</td>
</tr>
</tbody>
</table>

*(Summer hours vary. Please check the library website for hours.)*

---

**Contact Us**

Location: Building 6  
Phone: 407-582-1574  
Website: valenciacollege.edu/library/west
The Library at a Glance

Find

Loads of information is right at your fingertips. Explore the following resources and you’re bound to find what you need, such as:

• Resources in a variety of formats: books, audio books, DVDs, videos, CDs and CD-roms, journals, magazines and newspapers, periodicals and more
• Information tools: computers, course-specific software, online research databases
• Interlibrary loan: borrow from libraries nationwide, including all Florida state colleges

Ask

Librarians are here to help you. Just stop by the Information Desk on the second floor for assistance with:

• Navigating your way around the library
• Exploring, finding and using library resources
• Deciding which resources would work best for your current project
• Research papers (sorting out information and focusing your topic)
• Understanding source materials (primary vs. secondary, scholarly vs. popular, current vs. historical)

Do

Take matters into your own hands by using the tools that are available to you, such as:

• Photocopying, printing, scanning, CD and DVD burning
• Microsoft Office products: Word, Excel, PowerPoint
• Course-Specific Software (available in the Computer Access Lab)
• DVD and VHS viewing
• MLA and APA style guides
• Student Production and Collaborative Education (SPACE): on the 1st floor, includes collaborative work stations, speech rehearsal rooms and presentation software
• Desktop Publishing: for business and marketing plans, graphics and brochures
• Rosetta Stone language learning software (available in the Computer Access Lab)
• Mango language learning software
• Prepare for CLEP, ASVAB and NCLEX through our Testing and Education database