This guide is just a start—feel free to explore on your own and if you have questions, don’t hesitate to ask.

Tips

• Be sure to bring your student ID. You’ll need it for checking out books and other materials, such as iPads, headphones and group study rooms.

• If accessing reserves (materials assigned by your professor for class), you’ll need to know your course number.

• Access library resources from anywhere. Visit valenciacollege.edu/library.

• 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 phone, do so quietly.

• For specialized support, stop by the following locations:
  – Library Reference Desk: Building 4, Second Floor
  – Library Circulation Desk: Building 4, Second Floor
  – Career Development Services: Building 5, Room 125
  – Atlas Access Lab: Building 5, Room 213
  – Internship and Placement Office: Building 5, Room 230
  – Tutoring: Building 4, Room 101
  – Math Support Center: Building 4, Room 101
  – Language Lab: Building 4, Room 104
  – Communications Center: Building 4, Room 120

Fall/Spring Library Hours

Monday – Thursday 7:00 a.m. – 10:00 p.m.
Friday 7:00 a.m. – 8:00 p.m.
Saturday 8:00 a.m. – 4:00 p.m.
Sunday 2:00 p.m. – 8:00 p.m.

(Hours vary during finals and in the summer. Please refer to the library’s website for hours during those times.)

Contact Us

Location: Building 4 (Second Floor)
Phone: Circulation: 407-582-2459
Reference: 407-582-2456
Website: valenciacollege.edu/library

If You Need to...

1. **Study.** There are plenty of open tables throughout the library. Just grab one and hit the books, or head to the Quiet Zone.

2. **Use a computer.** Go online, check email, write a paper, create a presentation, or access online library resources and course-specific software in the Business IT Lab. Also, free Valencia Wi-Fi is available throughout the library.

3. **Access course reserves.** Visit the Circulation Counter to check out textbooks and other supplemental materials assigned by your professor, or check out an iPad.

4. **Work on a paper.** The Library Computer Lab has everything you need to make your work shine, including Microsoft Office products.

5. **Meet with classmates.** Group study rooms are available for checkout at the Circulation Counter.

6. **Learn more about information literacy.** Ask at the Reference Desk about library instruction classes, which detail how to locate, evaluate and effectively use information from diverse sources.

7. **Get help.** If you need help finding something or using any of the library resources, just visit the Reference Desk to ask a librarian. You can even chat with a librarian online at: valenciacollege.edu/library
Find

A wealth 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, e-books, audio books, DVDs, CDs, and periodicals such as journals, magazines and newspapers
• Information tools: computers, course-specific software, online research databases, Office for Students with Disabilities resources and iPads with apps
• Interlibrary loan: borrow from libraries nationwide, including all Florida state colleges

Ask

Librarians are here to help you. Just stop by the Reference Desk for assistance with:

• Navigating your way around the library
• Exploring, finding and using library resources
• Deciding which resources work best for your current project
• Research papers (sorting through information and focusing your topic)
• Understanding source material (primary vs. secondary, scholarly vs. popular, current vs. historical)
• Requesting library instruction in one of our Information Literacy classrooms

Do

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

• MLA, Chicago and APA style guides
• The Quiet Zone and group study rooms
• Photocopying, printing and scanning
• Microsoft Office products: Word, Excel, PowerPoint, Publisher
• Course-specific software available in the Business IT Lab
• Desktop publishing for business and marketing plans, graphics and brochures
• Mango language learning software
• An e-book collection
• iPad check out

There’s a lot you can do from home. Visit the library’s website, valenciacollege.edu/library to:

• Search the LINCCWeb catalog for books and more.
• Access and download from a selection of nearly 200,000 e-books.
• Place requests for interlibrary loan to borrow from libraries nationwide.
• Access research tools, such as databases, journals and citation guides.
• Use Ask-A-Librarian for help via live chat, email or text.