

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

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

YOUR GUIDE TO THE EAST CAMPUS LIBRARY

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

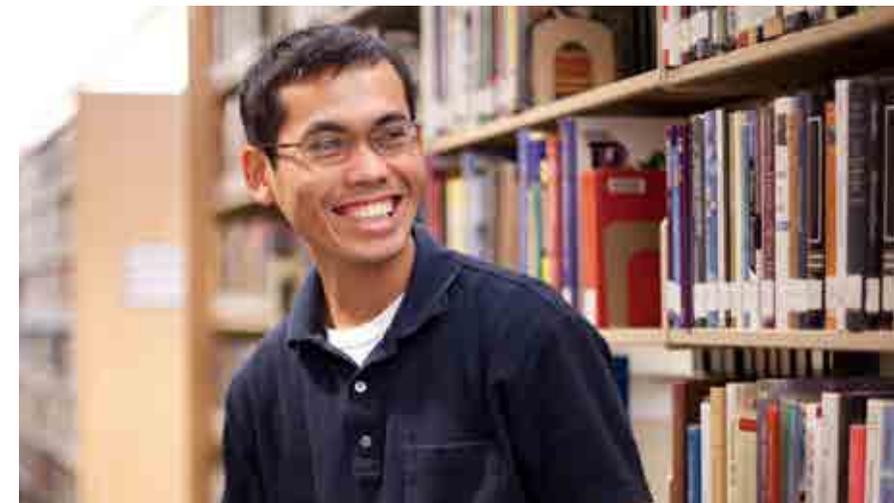
Fall/Spring Library Hours

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.

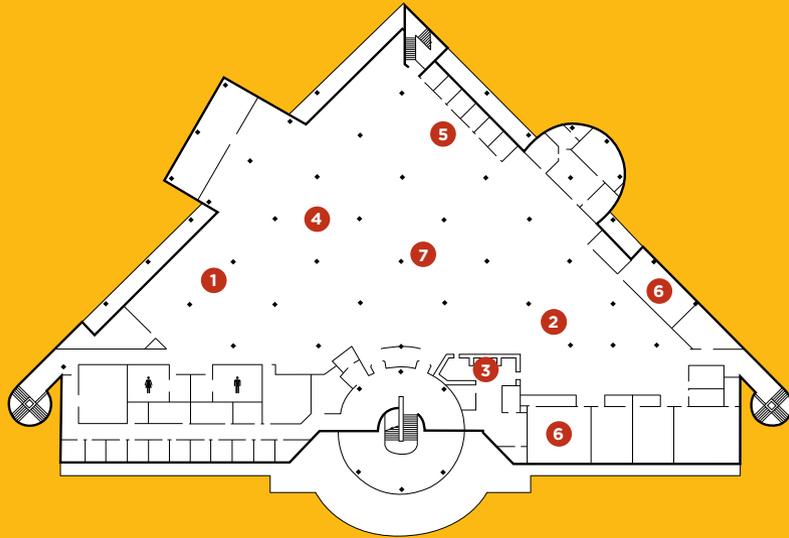
(Hours vary during finals and in the summer. Please refer to the library's website for hours during those times.)

Contact Us

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



The Library at a Glance



- 1 Quiet Zone
- 2 Business IT Lab
- 3 Circulation Counter
- 4 Library Computer Lab
- 5 Group Study Rooms
- 6 Information Literacy Classrooms
- 7 Reference Desk

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.

