



## About the Library

### Library Hours

**Library Hours:**

Monday-Thursday: 8:00am-6:50pm

Friday: 8:00am-1:00pm

Closed Saturday, Sunday, school holidays and intersession periods

*\* Library Hours are subject to change. Please check the Library Homepage for current Library Hours.*

### Telephone

213/763-3950 Circulation Desk

213/763-3962 Reference Desk

### Library Web Access

**Library Homepage URL:**

<http://library.lattc.edu>

**Library Research Databases:**

<http://library.lattc.edu/libdatabases.html>

**Library Online Catalog URL:**

<http://207.62.63.50:8007>

### Library Card

Borrowing privileges are available to faculty, staff and currently enrolled students. If you are a student, your LATTTC student ID card is your library card. Faculty and staff may obtain a library card at the Circulation Desk, located on the first floor of the Library.

### Library Resources

**Books:** The library has over 80,000 volumes covering all areas of knowledge, with special emphasis on curricular support.

**Periodicals (newspapers, magazines and journals):** The library has print subscriptions to over 300 periodicals. Periodicals are also available full-text online via Library's electronic [Research Databases](#).

**Audiovisual:** Instructional Videos and Audiocassettes are available for classroom use, and may be checked out by faculty only.

### Arrangement of Materials

Non-fiction books are arranged on the shelves by subject in Call number order using the **Dewey Decimal** classification system. A call number is a book's address on the library shelf and identifies the subject of the book. For example, R808.027 Gib is the Call number for a literature book in the Reference section on the 2nd floor of the library. Fiction books are arranged alphabetically by the Author's last name.

### Organization

Library materials are grouped by subject throughout the LRC by call number. Areas



of the library where materials can be found include the **Circulation Collection, Reference, Reserve, and Instructors' Reserve.**

**The Circulation Collection** of the library is shelved in the open stacks on the 1st and 2nd floors and offers direct access to books in the main collection. Books with call numbers 001-600's and the children's collection are located on the 1st floor. Books with call numbers 700-900's and the fiction collection are shelved on the 2nd floor of the LRC. Books in the main collection circulate and are available to be checked out.

The **Reference area** is located on the 2nd floor, east of the Reference Desk. The Reference collection offers encyclopedias, dictionaries, almanacs and other subject overview resources. Reference books are for in-library use only. They do not circulate.

The **Reserve Collection** is located on the 2nd floor of the LRC behind the Reference Desk. These materials are generally for two hours, in-library use only. Some reserve books are designated for one week circulation.

The **Instructors' Reserve** is located on the 1st floor behind the Circulation Desk. These materials are for two hours, in-library use only. There are no circulating copies.

## Finding Books

Library collection may be accessed through our online public access catalog (**OPAC**). From library homepage click on "[Online Catalog](#)" to search for books and e-books available at the LATTTC Library.

## Finding Articles

**Periodicals:** journals, magazines and newspapers are available in paper and electronic formats. Periodical articles can be found using print indexes such as the *Reader's Guide to Periodical Literature* and checking the library's *Periodical Holdings List*. Current and past issues of periodicals are located on the 2nd floor of the library. Please request older issues of periodicals from Library staff.

Periodical articles can also be located by searching electronic indexes available in the Research Databases: <http://library.lattc.edu/libdatabases.html>. Many articles are available full-text electronically.

## Intralibrary Loan

Intra-library loan is available from other libraries in our college District. Books may be checked out for a 2 week period. Request the Intralibrary loan form from the Reference librarian.



## Loan Periods

**Books and pamphlets:** Four weeks  
**Reserve Items:** Two hours, in-library use only  
**Magazines and Journals:** In-library use only  
**Instructional Videos:** Non-circulating  
**Audiocassettes:** Non-circulating  
**Intralibrary Loan:** Two weeks

**Fines are charged for materials returned late.**

## Locations

<b>Circulation Desk</b>	1st floor
<b>Online Public Access Catalog (OPAC)</b>	1st and 2nd floors
<b>Call Numbers 000-600 Books</b>	1st floor
<b>Call Numbers 700-900 Books</b>	2nd floor
<b>Instructor's Reserve</b>	1st floor
<b>Reference Books</b>	2nd floor
<b>Reserve Books</b>	2nd floor
<b>Fiction Books</b>	2nd floor
<b>Children's Books</b>	1st floor
<b>Periodicals</b>	2nd floor
<b>Periodicals Index Table</b>	2nd floor
<b>Computer Stations</b>	2nd floor
<b>Print Server</b>	2nd floor
<b>Typewriters</b>	2nd floor
<b>Copy Machines</b>	1st and 2nd floors
<b>Change Machine</b>	1st floor
<b>Vendacard Machine (for copy cards)</b>	2nd floor
<b>Oversized books</b>	2nd floor
<b>Blanch Gottlieb Culinary Special Collection</b>	1st floor

## Library Orientations

Classroom instructors are encouraged to make appointments to bring in their classes for a library orientation and instruction. Instructors will be asked to fill out a *Library Orientation Request* form with a librarian in person or over the telephone to tailor the session to your class project. Instructors are requested to please contact the Library Department Chair to schedule the class orientation.

## Library Workshops

One hour Library Workshops are available in the Fall and Spring Semesters. Workshop topics include *Using Reference Sources to Start a Project*, *Finding Books and E-books*, *Finding Articles*, *Internet Searching*, and more. Go to the Library Instruction & Workshops web page for the current Workshop schedule.

## Typing

Limited typing facilities are available on the 2nd floor of the Library, in room L250. Word processing is available in the C building, Computer Lab, Room 109.