

Library Orientation

Information about library services can be found on the library website: <http://lib.sh.lsuhscc.edu>

Hours

Monday - Friday	7:30 a.m. - 11:00 p.m.	Holiday hours are posted at the link below: http://lib.sh.lsuhscc.edu/hours.html
Saturday	9:00 a.m. - 11:00 p.m.	
Sunday	1:00 p.m. - 11:00 p.m.	

Location Guide

Journals	A-J	2 nd Floor
	K-Z	Ground Floor
	History of Medicine journals	2 nd Floor
Books	Main Collection & Reference Collection	1 st Floor
	Reserve Collection	1 st Floor (behind Circulation desk)
	Leisure Collection	1 st Floor
	History of Medicine books	2 nd Floor in History of Medicine Room <i>-Ask librarian for access</i>
Audiovisuals	CDs, DVDs, videos and slides	Circulation desk and 2 nd Floor
	Machines to view audiovisuals, except slide projector	2 nd Floor study rooms
	X-rays and Audio Digest CDs and cassettes	Ground floor (Northeast corner)
Computers	Public workstations	1 st Floor (near Reference area)
		2 nd Floor (near elevators)
		Ground Floor (near elevators)
	Computer labs	1 st Floor: Rooms 1-419 and 1-417
	<i>-Internet access and productivity software such as MS Office -Available except when classes are held; check schedule on lab door or library's website</i>	
Printers	All computers are networked to printers -5¢ per page with copy card from dispenser (+ initial fee of 50¢ for the plastic card)	1 st Floor, Room 1-417
Scanners	CD, DVD, 100M zip, thumb or 3.5" drives available	1 st Floor (Reference Area and Computer Lab Room 1-417)
Photocopiers	3 Copiers	1 st Floor (Copy Room)
	1 Copier	2 nd Floor (South wall)
	1 Copier	Ground Floor (South wall)
	<i>-South wall is to your right as you exit the elevator -5¢ per page with copy card from dispenser (+ initial fee of 50¢ for the plastic card) -Departmental codes accepted</i>	

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Electronic Resources

Many resources are available in electronic format from the library's website, e.g., databases, e-journals and e-books. Most of these resources can be freely accessed from any computer physically located on campus. Access from off campus requires use of either the institutional VPN or the library's proxy server. Rare exceptions, such as *Ovid*, require your lsumc-master ID and password.

Public Services

Check-out privileges are available for LSUHSC-S employees and students by registering with your ID badge at the circulation desk. Once registered, simply bring materials to be checked out to the circulation desk and have your ID badge scanned. All materials circulate for two weeks, with the exception of journals, reserve materials, reference books and items from the History of Medicine collection, which are designated for in-library use only.

ILLiad (Interlibrary loan) service is available to obtain copies of articles from journals not owned by the library, or to borrow books. After checking the library's online catalog to determine whether the library owns the desired item, users can place interlibrary loan requests using the online form at <http://illiad.library.lsuhs-c.edu/logon.html>.

Study rooms are available on a first come, first served basis. Study room keys are at the circulation desk.

Reference service is available via telephone (675-5477), e-mail (shlibref@lsuhsc.edu), or in person. Reference librarians answer your questions, locate author instructions for specified journals, verify citations, run literature searches, and find elusive information. Reference librarians also provide one-on-one guidance and instruction in using the library's print and electronic resources.

Current Awareness Searches are available upon request. These are automatic updates of database searches on your research topic that are delivered to your e-mail inbox on a regularly recurring basis, e.g. daily, weekly or monthly.

User Education Classes on effectively searching databases and managing information can be scheduled on request. CME credits are available for many of these classes. Check the library's website for the class schedule, or contact the User Education section at 675-5474.

Library Contact Information

Library Administration	675-5449	To speak to the Director or Associate Director
Circulation/ User Access	675-5445	To renew books, ask about hours
Collection Management	675-5457	To donate or request purchase of materials
Information Systems	675-5448	To inquire about electronic resources or report access problems
Library Webmaster	675-5460	To comment on the library's webpage or report broken links
Liaison	675-5447	To inquire about library services for individual departments
Reference	675-5477	To request information, literature searches, or telephone assistance
User Education/Outreach	675-5474	To schedule library classes, or request a tour