

Northeast Lakeview College - Library Essentials

HOURS

Fall and Spring Semester hours are as follows:

Monday-Thursday 7:30 am to 9:00 pm

Friday 7:30 am to 5:00 pm

Saturday 9:00 am to 1:00 pm

Summer Session hours are as follows:

Monday-Thursday 7:30 am to 9:00 pm

Friday 7:30 am to 5:00 pm

Intersession hours:

Monday-Friday 8:00 am to 5:00 pm

The library is closed during district holidays.

CONTACT INFO AND IMPORTANT WEBSITES

Phone: 210.590.5461.

Email: nlc-reference@mail.accd.edu

Library Website: <http://www.accd.edu/nlc/library>

Library Proxy (see below): https://proxy.nlc.accd.edu/proxy/find_proxy.html

E-books: <http://www.netlibrary.com>

CHECKING OUT MATERIALS

Your current student identification card will serve as your library card. You may use this card to check out materials from our campus as well as from other district libraries. If we do not have what you need, you can get it in one of the following ways:

In-District Borrowing

Northeast Lakeview College LRC can request materials from the other ACCD libraries for you. Just let us know what you're interested in borrowing. You may also borrow materials in person by going directly to the lending library and showing your student identification card. Some materials like reference and course reserves do not circulate out of the owning library. We'll let you know if that's the case with the material that you want to borrow.

Interlibrary Loan

NLC Librarians can request materials that are not owned by the ACCD libraries. We have to comply with U.S. copyright laws and CONFU guidelines but this may be the ticket for getting your hands on something not owned by one of our libraries. If you're interested in this service, e-mail us the complete citation information (or bring the information to us) of the material that you want to borrow and where you got your information. Some materials cannot be borrowed through I.L.L. or there may be a fee.

TexShare Borrower's Card

NLC students and employees can obtain a TexShare Borrower's Card at the reference desk. Cards are good for the semester in which they are issued and allow the card holder to borrow materials directly from other participating TexShare libraries. Each Texshare library establishes their own lending rules and there are guidelines for obtaining a card. For a list of TexShare card libraries and access to their loan rules, you can visit the TexShare Library Information page at:
www.texshare.edu/generalinfo/about/programs.html.

OFF-CAMPUS ACCESS TO ELECTRONIC RESOURCES

You may access electronic databases for research off campus. To do this, you will need to know your username and password. To find these, go to
https://proxy.nlc.accd.edu/proxy/find_proxy.html

Once you know your username & password, go to the Northeast Lakeview Library homepage @ <http://www.accd.edu/nlc/library>. Under the heading [Electronic Databases](#), find the database of your choice and click on the title. It will take you to the Northeast Lakeview Library authentication page where you'll need to enter the username and password indicated in the password information. Students enrolled in SAC or St. Philip's may want to check their respective library's web pages for additional / different electronic resources.

GROUP STUDY ROOMS

There are two group study rooms available to students in the library. These rooms are available on a first-come, first-served basis. An individual may use a room if it is empty, but will be asked to vacate if a group comes in and needs to use it.

WIRELESS INTERNET ACCESS

Unsecured wireless internet access is available on campus for students using personal laptop computers.

PRINTING FROM COMPUTERS

To print from computers in the library, you will need to purchase a GoPrint card from a dispensing machine in the library or outside of the library in the CyberCafe. The initial card will cost \$1.00 and give you a .50 credit. You can keep adding value to the card as you need it. It costs .10 a page to print from computers in the library.

COPY MACHINE

A copy machine is also available for student use in the library. This machine operates on coins or bills. GoPrint cards are not accepted by this machine. Copies cost .10 each.

FOOD, DRINKS, AND CELL PHONES

Food, drinks, and cell phones should be enjoyed outside the library.

Alternate format available upon request. Please inquire at the Reference Desk.