

Reid Memorial Library



Research Rescue Guide www.lc.edu/library

What do I need to check out books or use the periodical databases?

A Lewis & Clark ID card, which can be obtained in the Enrollment Center. Your ID/library card is accepted at 70+ other colleges in Illinois, including SIUE, Greenville College, Illinois College, and Lincoln Land Community College (Springfield).

What are the periodical databases and online reference sources?

You can search approximately 40 different databases (not websites) for full-text articles and reference information from nationally and internationally published magazines, journals, newspapers, and reference books.

How do I access the periodical databases from home?

Visit the library's homepage at www.lc.edu/library. Scroll to and click "Find an Article." Choose a category then a database. They are listed in the order we recommend you try them. For example, if you are writing a literature paper, scroll down to "Literature" and click on "Literature Resource Center" as that is where we suggest you begin your search. You will be prompted to enter your 14-digit LCCC I.D. card number and then you may begin searching. Note: If you do not have your id card, you can find it in your Blazernet profile. You are also welcome to contact the library staff for help in obtaining your ID number.

How do I use the online catalog?

Visit the library's homepage at www.lc.edu/library. Scroll to "Find a Book." If you have not used the catalog since May 24, 2010, you will need to click on "Create a new account." Fill in all of the information required. Note: "Borrower ID" refers to the 14-digit number on the front or back of your LCCC I.D. card. Once you've created the account you can begin searching. Here are a few tips:

KEYWORD—will search the catalog for all your search terms wherever they appear (this provides the most options)

TITLE—will search for a specific title

AUTHOR—searches for a specific author of a book/producer of a movie

SUBJECT—searches for a specific topic

LOCAL CATALOG ONLY—searches only LCCC

ALL I-SHARE LIBRARIES—searches 70+ schools (SIU-E, U of I, EIU, etc.) and LCCC

How do I borrow materials from other libraries?

Visit the library's homepage at www.lc.edu/library. Scroll to "Find a Book." Click "Login" on the right, enter your user ID and password. Enter your topic and choose "All I-Share Libraries" from the drop-down menu over to the right. Choose something of interest from the list of results. You will see a list of libraries that own the item. The first library on the list will provide, amongst other information, the "Request this item" link under "Status." Click it or the "Request 1st Available" tab to the right, then the "Choose your pickup location" **ONLY** if you want to pick it up somewhere other than LCCC. Otherwise, leave that as is. Next, click "Request." You will need to present your LCCC card at the time of pick-up/check out. You may login to your account anytime to see the status of your requests.



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How do I renew my books?

Go to www.lc.edu/library. Scroll to "Find a Book." Click "Login" on the right and enter your user I.D. and password. Click "Checked Out Items" to see a list of what you currently have out. Click in the boxes in the "Renew" column next to those items you wish to renew. Then scroll to the bottom of the page and click "Renew Selected Items." New dates will appear after a few seconds.

How do I cite my sources?

Visit the library's homepage at www.lc.edu/library, and click the "How to Cite Resources" link. Here you will find several handouts and/or links to web information regarding the citation of sources on a Works Cited/References/Bibliography page and in the text of a paper in the following formats: MLA (Modern Language Association), APA (American Psychological Association), and Chicago Manual of Style. **Note:** The databases and catalog also have citation functions. Please see a librarian for assistance with this.

What does it mean if something is "On Reserve?"

Faculty may put resources at the Circulation Desk that students are required to read or view as part of an assignment. These resources are set aside specifically for those particular courses...they are "On Reserve." Anyone may check these out, but you must have an LCCC library card to use them. Some may be available for overnight use, three (3) days, or in-library use only. The fine for these materials if they are returned late is \$10.00 per item.

When is the library open?

Fall & Spring: Monday—Thursday: 8:00a.m. to 8:00p.m.

Friday: 8:00a.m. to 4:30p.m.

Summer: Monday—Thursday: 8:00a.m. to 7:00p.m. Friday: 8:00a.m. to 4:30 p.m.

Who do I call about?

Reference & Research Questions: Liz, (618) 468-4320 or Greg, (618) 468-4330

Off-Campus Access to the Databases: Dennis, (618) 468-4310

Overdue Books & Renewals: Debra or Paula, (618) 468-4301

How long may I borrow something and what are the fines if something is late?

Books: 4 weeks

Audio-Visual: 1 week

Reserve materials: Varies

Books: 10 cents per day

Audio-Visual: \$1.00 per day

Reserve materials: \$10.00/item

Is the library haunted?

Harriet Haskell was the principal of Monticello Women's Seminary, later named Monticello College, from 1867-1907 and she is still considered one of the most influential



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educators of her time. She saw the school through some of its best and worst times, and even overcame personal tragedy. When several women did not travel home for the Christmas holidays one year, she dressed up as Santa Claus and passed around gifts. But, the beard she wore as part of her costume came too close to a candle and caught fire, burning the left side of her face. From that time on, pictures only show her right side.

Fire would flicker its ugly flame again in 1888. As the students and staff slept, the school caught fire in the laundry room. No one was injured, but the building was a total loss. Harriet's popularity would see her and Monticello through, however, with donations pouring in the next day...initially with six-year old Lucy Stowell's 25-cent contribution.

Two years later, William Reid donated \$25,000 in honor of his wife and Monticello alum Eleanor, for the construction of a Chapel and its Praise Angel stained glass window, which contains over 3,000 pieces of art glass, by artist Frederick Lincoln Stoddard. This is now Reid Memorial Library and Harriet's favorite place to hang out since her death on May 6, 1907. For more information regarding Harriet Haskell, Frederick Lincoln Stoddard, architect Theodore Link, and other campus-related historical information, please contact Liz Burns (618-468-4320, lburns@lc.edu) or Greg Cash (618-468-4330, gcash@lc.edu).

