Magnolia Library Information
For Faculty & Staff

Reserves
Faculty and Staff may place materials on reserve in the library for check out. Most materials are only available for use in the library for up to 3 hours. Some materials may have longer checkout periods. Materials are not available for all classes. A valid BRCC ID is required to check out reserve materials.

Circulation Policies
• Anyone wishing to check out materials or reserve items must present a valid BRCC identification card.
• Reserve items are for use IN THE LIBRARY ONLY.
• Circulation periods for Faculty or Staff check-out of materials:
  • Books circulate for eight weeks.
  • Audio and video material circulate for one week.
  • Language audio and video material circulate for three weeks.
  • Please check at the Circulation Desk for loan periods for media equipment.
• One renewal period is allowed — if the item has not been reserved and is not overdue.

Lost materials will be charged at the cost of the item, plus processing fees.

BRCC Library Databases
Electronic Journals with Full-Text available
• CQ Researcher
• EBSCOhost Databases (with over 50 individual databases, including eBook Collection)
• Gale Group (with Gale Virtual Reference Library)
• JSTOR
• Learning Express
• Lexis-Nexis Academic
• Literati by Credo
• MathSciNet
• ProQuest Nursing & Allied Health Source
• WorldCat Discovery Service
• Many more available, please visit the Online Databases webpage for more information

Remote Access off Campus
BRCC Library Databases can be accessed remotely by logging in using your BRCC ID number and pin. Your PIN is your 6 digit birthdate (mmddyy).

If you have any questions, please contact the Reference Desk at (225) 216-8555.

eBook Collection in EBSCOHost provides access to over 74,000 electronic books. Contact a librarian for assistance accessing the eBook collection remotely.

Learning Express provides practice tests and tutorials and is also available off-campus after first creating a personal account from a campus computer.

LibGuides
Research assistance, subject guides, and useful resources compiled by your friendly librarians. Know what we know - find it at http://guides.mybrcc.edu/
Media Equipment Services

Media equipment is currently being offered for faculty/staff check-out:
- Infocus projectors
- Clickers
- Wireless presenters
- Laser pointers

To reserve media equipment, please email library@mybrcc.edu with your request. The library requires one week of lead time for media reservations.

Other Library Services

- Reference services – trained information professionals are always available for help with using library services and conducting research.
- Copy and printing is available for $0.10 per page. Printing may only be done with the debit account associated with your BRCC ID.
- Study Rooms are available for student use.
- Print periodicals (magazines, journals & newspapers).
- Comment and Suggestion boxes. These help us consider items for purchase and make us aware of areas that need improvement. Book requests can be made through the form on the website.
- Materials from other libraries:
  - LaLinc Cards — available for faculty, staff, and distance learners. Allows borrowing privileges at other consortium libraries within the state. Contact the Reference desk (225) 216-8555 for details.
  - InterLibrary Loan (ILL) – allows faculty, staff, and students to borrow material from other institutions through the BRCC library. Those borrowing materials through ILL must adhere to any regulations or restrictions set by library from which the materials come. Contact the Reference desk (225) 216-8555 for details.
- All materials checked out are the sole responsibility of the individual borrowing the material from the time of receipt until it is returned to the BRCC Library.
- Individuals are responsible for all loss or damage that occurs. Abuse of privilege will result in the suspension of this privilege.
- Some lending institutions may have additional requirements for use of their materials.

- Library Tours and Bibliographic Instruction are available. These can provide information on the OPAC, databases, and general library use. Instruction can be tailored to meet specific instruction needs. Please contact the Reference desk (225) 216-8555 or librarian@mybrcc.edu to reserve an instruction session for your class.

Learning Resources Instruction

LIBS 1011 — (1 cr.) a transferable course that introduces students to the BRCC Libraries and their resources; helps students to enhance their research skills.

Computer Usage Policies

- We reserve the right to set limits on computer use.
- You may be asked to provide a valid BRCC ID.
- Although library computers are primarily for research, they can be used to register for classes and other school-related activities.
- In times of high demand, individuals who are not affiliated with BRCC may be asked to forfeit computers to those who are. Likewise, anyone engaged in non-school-related activities may be asked to forfeit computers to students who are.
- Computers may be used to search the Library’s Online Catalog, existing databases, and Internet.
- Current Microsoft Office programs are available on all library computers.

Open Computer Lab

- Offers assistance with online registration; instruction for using Canvas, email and current Microsoft Office programs.

Book Club

The Magnolia Library Book Club is comprised of faculty, staff and students who love to read. The Club meets once a month to discuss titles we’ve chosen to read. Please contact the Reference Desk for more information.

Contact us at: (225) 216-8555 or librarian@mybrcc.edu

Updated July 2016