LCCC Library Services

🚨 Circulation Policies

1. A LCCC Library Card must be presented each time materials are borrowed from the library.
2. All books, audio tapes or audio records are loaned for a period of two weeks, and can be renewed once, if not requested by another patron. Patrons may check out a maximum of five items at a time.
3. No periodicals, reference material, or A/V materials (including software) may be checked out from the library.
4. A 10 cent per day per item fine will be charged for overdue materials. No fine will be charged if the library is closed.
5. A fee of $5.00 will be charged for replacing a lost library card.
6. A total of three overdue notices will be sent to a delinquent borrower. It is the responsibility of the borrower to make sure their contact information with the library is current.
7. A $50 per item plus a $10 per item processing fee will be charged for replacing a lost book.
8. Costs and fees totaling $2 or more will be added to a student account as a Library Hold. Library Holds may prevent students from registering for LCCC classes or receiving LCCC transcripts.
9. The LCCC library may suspend borrowing privileges if a borrower does not pay accumulated fees and fines, or return overdue library items.
10. The Library reserves the right to initiate legal proceedings to recover library materials.

💡 Interlibrary Loan and Reciprocal Borrowing

LCCC Library's Interlibrary Loan Service

If our library does not own or have access to a particular item, current LCCC students, staff and faculty may request the item from another library through our Interlibrary Loan service. Libraries from around the country will often loan a book or provide a copy of an article, usually for no cost. For specific policies or to make a request online, please access the Interlibrary Loan page (https://depts.luzerne.edu/library/ill.jsp). You may also make a request at the reference desk in the library. Interlibrary loan materials usually arrive in seven to fourteen days, but may take more time depending on the lending institution.
Access Pennsylvania

*Access Pennsylvania* is another resource that is available to LCCC Library users. It is a state based consortium of libraries that LCCC has joined in an effort to provide library users with more access to quality information. This organization draws from public, school, special, and academic libraries throughout the state of Pennsylvania. Check out the following page to use a database or find a book in their catalog: *Access Pennsylvania* ([https://depts.luzerne.edu/library/resources/accessparesources.jsp](https://depts.luzerne.edu/library/resources/accessparesources.jsp)).

Northeast Pennsylvania Library Network

The *Northeast Pennsylvania Library Network* ([http://www.npln.org/](http://www.npln.org/)) is a consortium of libraries in northeastern Pennsylvania that joined together to offer reciprocal borrowing access to their collections. The NPLN program allows all currently enrolled LCCC students to borrow books from *participating public and academic libraries* ([http://www.npln.org/particip.html](http://www.npln.org/particip.html)). To use this service at one of these local libraries, you must present a current LCCC photo ID and another valid photo ID, as well as follow the lending library’s circulation policies.

For questions or assistance with the use of Interlibrary Loan or Reciprocal Borrowing, please contact Lisa Galico via e-mail at *lgalico@luzerne.edu*, or by calling her at either 570-740-0424 or 1-800-377-5222 ext. 7424.

**Faculty Support Services**

**Library Instruction:** Library instruction sessions are available for any class offered at LCCC. These sessions can be tailored to meet the specific needs of any class. Please consider this invitation if your course requires any type of research assignment. A librarian will work with you to develop a customized library instruction session to meet the research needs of your students.

To request one or more library instruction sessions for a class please contact Mia Bassham by phone at 570-740-0420 or 1-800-377-5222 ext. 7420; or via e-mail at *mbassham@luzerne.edu* with as much notice as possible. Instruction sessions are scheduled on a first come, first served basis, and we will make every effort to accommodate session requests. In the event that a session cannot be scheduled at given time due to time, classroom, and/or staffing constraints, we appreciate your patience as we work with you to find an alternate day and time for the library instruction session.
For the Public

Although LCCC students, staff, and faculty are the primary focus of the library's resources and services, the library is also open for community use. Residents from Luzerne County, who are over 16 years old, may obtain a library card with a current photo ID and proof of address. Public patrons are required to follow all library policies when checking out library materials or using the facilities.

The library staff reserves the right to require patrons whose behavior is wasteful, harassing, or infringes on the rights of others to leave the library.

Public patrons may print 20 pages per day free of charge, and are limited to two hour computer sessions daily during the Fall and Spring semesters.