Finding Textbooks in the Library

Important Library Collections

- **Circulating Collection:**
  The primary location of books in the Library. These books may be checked out for 3 weeks with your LBCC student ID.

- **Reserve Collection (Circulation Desk):**
  Where instructors would have their textbooks and other material if they specifically requested for it to be placed there. All reserve books and material cannot leave the Library. You can make photocopies at the library’s copiers ($.10¢ a page).

- **Reference Collection:**
  Where encyclopedias, dictionaries, almanacs, and atlases are located. These books cannot be checked out of the Library. A few of the reference books are located in our databases as E-books.

- **Periodical Collection:**
  Periodicals, journals, and magazines. These cannot be checked out of the Library. Most of the magazine and journal articles are available online in our databases through the LBCC Library home page under the tab “Articles / Databases”.

  Link: http://lib.lbcc.edu/index.cfm

Library Homepage: https://www.lbcc.edu/library
Ask a Librarian: http://apps.lbcc.edu/libchat/

<table>
<thead>
<tr>
<th>Library Material</th>
<th>Loan Period</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books</strong></td>
<td>21 Days (2 Renewals)</td>
<td>$.25¢ per day (per item)</td>
</tr>
<tr>
<td><strong>Music CDs</strong></td>
<td>7 Days</td>
<td>$.25¢ per day (per item)</td>
</tr>
<tr>
<td><strong>Books, Videos, &amp; DVDs</strong></td>
<td>2 Hours (unless otherwise stated)</td>
<td>Hourly Items .25¢ per hour (per item)</td>
</tr>
<tr>
<td><strong>Reference Books</strong></td>
<td>All Reference Books cannot be checked out.</td>
<td></td>
</tr>
<tr>
<td><strong>Periodicals, Journals &amp; Magazines</strong></td>
<td>All Periodicals, Journals &amp; Magazines cannot be checked out.</td>
<td></td>
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</tbody>
</table>

Additional policy information at https://www.lbcc.edu/post/borrowing-renewing

DavidGoto 08/21/06 Latest Rev. 10/06-07/15 06/14/18 06/18/18
Finding Textbooks

In order to find textbooks in the Long Beach City College Library, you will have to visit our website: [https://www.lbcc.edu/library](https://www.lbcc.edu/library)

With your valid LBCC student ID, you will be able to check out books from the Reserve Collection (located near the entrance to the LAC and PCC Libraries) for two hours and the book(s) **cannot** leave the Library. There are photocopiers in the Library (copies are .10¢ a page).

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**A** Here is the Long Beach City College website.
- Find “Academics” at the top of the page & click it.
- Click on “Library.”

**B** This is the Long Beach City College Library website.
- To find books, ebooks, and articles click on “Find Books, Articles, & More.”

**C** This is the Long Beach City College Library website.
- Click on “Search Our Library Catalog” to find books and eBooks.

**D** Click on “Course Reserves” at the top of the page

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**E** Type the Course into the box.
- Example: **English 1**
- Example: **Math 130**
- Example: **AMECH**

**F** Then click on the name of the class you are taking.

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**Reserve Collection:** These books may only be checked out for 2 hours and must remain in the Library at all times. Both campus libraries have photocopiers.

Also, which campus the book may be found at:
- **LAC (Liberal Arts Campus)**
- **PCC (Pacific Coast Campus)**

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**G** Information about the book. You will be able to find the book’s **title**, which **campus** it is at, and if it is **available** (you can check it out).

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<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Fine</th>
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<tbody>
<tr>
<td>Usually 2-hours.</td>
<td>In-house textbooks (1-2 hour checkout): .25¢ per hour (per item)</td>
</tr>
<tr>
<td>Actual loan periods vary.</td>
<td>Overnight textbooks (1-day to 7-day check-outs): $3.00 per day (per item)</td>
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</tbody>
</table>

Please be aware that Reserve textbooks cannot leave the Library if the loan period is less than one day. The fines are per hour.

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The book’s **location** and **call number** will be here. Please write down the **entire call number, instructor’s name, and location** before going to the **Reserve Collection** counter.

The book’s availability will also be listed (if the book was not checked out of the Library).