

Library from a Student's Perspective

I need to find a book.

Let me show you the catalog of our book collection. It is on the computer.

I need to check out this book/magazine.

Certainly. Do you have your student ID? If not, what is your name? You may keep this for two weeks. Just stop by or call us if you need to keep it longer and we will renew it.

I need to photocopy some notes.

You can make copies on this copier. When you are finished, just pay \$.05/copy at the front desk.

I need to get a paper to my instructor.

Have you done this before? Please sign this ledger as your proof that you left this paper with us. Here is an envelope for you to address. Place your paper in this envelope and we will be sure to deliver it to your instructor.

I need to make up a test.

I need to see a photo ID. Thank you. Please leave your books and backpack on this counter. Your instructor has given you one hour to take this test and you may use a calculator and notes. We will keep your ID and return it to you when the test is returned to us. Let me show you to the testing room.

I need Microsoft Office for my computer.

May I see your signed contract and receipt? Thank you. I need to keep the original; would you like a copy? You do understand that you have rights to use this software as long as you remain a student, but will need to return the software if you leave school before graduating? Great. Here is your copy. If you have technical problems using the software, please speak to the IT department.

I need to find some research articles.

Have you used the journal databases before? Let's step over to a computer terminal. What is your topic and what class/instructor is this for? How long does your paper have to be? How many references are you required to use? (This process is a reference interview to determine what is really being requested. And it is followed by an interactive teaching/learning session where we help the student locate and retrieve relevant information)

I need to do my research after I get off work at 10 pm.

Do you have a computer at home? Great! Let me show you how you can register to use all the journal databases and electronic books from off campus. You will need your student ID number and an email address. You only have to register once; and if you forget it, you can use a link from our website to have a reminder sent to your email.

I need a quiet place to study in the evenings.

The Library is open in the evening until 8:30 pm Monday through Thursday. Unfortunately we are not open on weekends, but the public library is open on Saturdays and the Carroll Library is open until late on Sunday night. Our students are more than welcome to use those facilities.

I need a book my instructor left here for his students to use.

Certainly. Which class is this for? We have that item here behind our desk. Do you have your student ID? If not, what is your name? Thank you. As many students need to use this book, your instructor has set a loan time of 48 hours, so this book will be due by 8:30 Thursday morning.

I need a book that is not in your library.

What is the title of the book? Let's look it up on the computer so we are sure to obtain the correct book. I am printing out this description of the book. Would you please write your name and phone number (or email address) on this printout. We will call (or email) you when the book arrives. We will order it today and it *usually* takes three to four business days before we receive it. And usually, you will be able to keep the book for three weeks.

I need to learn how to research my project. I need lots of help.

What is the title of the book? Let's look it up on the computer so we are sure to obtain the correct book. I am printing out this description of the book. Would you please write your name and phone number (or email address) on this printout. We will call (or email) you when the book arrives. We will order it today and it *usually* takes three to four business days before we receive it. And usually, you will be able to keep the book for three weeks.

I need to use a computer so I can register for the first time. I do not have a computer login.

You may use these computers in the library without having to login. However they do not have any applications, but you can check email and access the internet, including the college's website. Here is a handout with instructions on how to register. Please let me know if you have any further questions or problems.

I need to know how to cite in APA format.

Here is a brief handout on APA format. If you need more detailed information I suggest you check out [A Pocket Style Manual](#) by Hacker or consult the [Publication Manual of the APA](#) in the Reference collection. I will show you where these resources are on the shelf.

And a thousand other

“I need to find information on”