



J. Sargeant Reynolds Community College Libraries

Your first stop for information and research needs!

Introduction to Library Services

Last updated 8/25/2011.

Library's Web Site

- <http://library.reynolds.edu>
- Access over **200 research databases** that provide the full-text of **online journal, magazine, and newspaper articles**.
- Access **VCCSLinc**, the library's **catalog** to find out what **books** are available at all 3 campus libraries.

Library's Collections

- Over **83,000 books** in our print collection including **Bestseller, Career, ESL and Juvenile** books.
- Over **300 journals, magazines, and newspapers** in our print periodical collection.
- Over **200 research databases** providing access to **millions of online journals, magazine & newspaper articles** as well as **thousands of online books**. Click on **Databases A-Z for Articles** from the library's home page.
- **Audio books** (cassette tape & online)
- **Educational videos** (DVD & VHS)
- **Popular videos** (DVD)

Use the Library From Home

- Go to library's web site and use your **My JSRCC login** to access over **200 research databases** from your home computer or any Internet-accessible computer outside campus to search and retrieve the full-text of **online journal, magazine, and newspaper articles** as well as **online books**.

Library Computers & Wireless Access

- Computers at all 3 campus libraries provide access to the **Internet; My JSRCC services – Blackboard, and Email; and MS Office** (Word, PowerPoint, Excel).
- You can also **bring your laptop**. All 3 campuses have Internet access via our **wireless network**.

Need Help with Your Research Assignment?

- **Stop by the Reference Desk** to receive personalized, one-on-one, expert assistance in finding, evaluating, and citing resources for your upcoming research paper or project.
- If you need in-depth assistance (**30-60 minutes**), you can also schedule a **research consultation** appointment with a Reference Librarian.
- Our LibGuides web site, located at <http://libguides.reynolds.edu>, offers a wide variety of subject guides that include links to relevant books, article databases, and credible web sites. These guides serve as an excellent starting point for your research needs and will save you valuable time and frustration in finding appropriate resources for your assignments.

Research Workshops

- Sign up for a **free library workshop**. A variety of workshops are offered every semester at all three campuses.
- Attending these workshops will help improve your: research skills, grades, overall academic achievement, and lifelong learning.

Circulation Desk

- **Check out, renew, and return books** and other library materials; **check out reserve materials**; inquire about loan periods. Standard check out period for books is **4 weeks**. You can have up to 15 books checked out at a time.

Borrowing Material

- Your **JSRCC Student ID** serves as your **library borrower's card**. Students that do not have a student ID are strongly encouraged to obtain their ID to borrow library material. Circulating materials include **books, educational DVDs/videos** and **popular DVDs**.

In-Library Use Material

- **Reference books, magazines, newspapers, and reserve materials** can be used in the library only.

Borrowing From Other Libraries

- Students may borrow materials from other libraries in the area, state, or region **if material is unavailable or insufficient at JSRCC Libraries**.
- Students can go directly to several academic libraries in the area that have **cooperative borrowing arrangements** with JSRCC Libraries. **Check with the Reference Desk FIRST** about participating libraries, policies, and a **RALC pass** (Richmond Academic Library Cooperative). Students must have a **valid JSRCC library card** and no outstanding fines or overdue material.
- Materials can also be requested through **Interlibrary Loan**. To request material, fill out an **Interlibrary Loan Request** form from the library's web site or the Reference Desk.

Study Areas

- You are welcome to study on your own or in groups at our tables or carrels at all 3 campus libraries. Please help to keep the noise level down.
- You can reserve one of **six group study rooms** at the Parham Campus Library located in the Massey Library Technology Center. Call 523-5220 for more information.

Printing & Copying

- Printing and copying - \$.05 per page
- Libraries and Academic Computing Centers at all three campus libraries have an **automatic pay for print system**. There is an **Equitrac Pay Station** located at each campus Library and Academic Computing Center.
- You will need to bring **at least two one-dollar bills** with you to pay for print and copy jobs on campus. The 1st dollar pays for the card itself and the 2nd dollar will add cash value to the card.
- The Equitrac Pay Station accepts **cash only** - \$1 and \$5 dollar bills (no coins, credit/debit cards). The pay station does not give change. Library staff will be happy to assist you.

Ask a Librarian

- Please contact us for more information on any of our services or resources. Our librarians will be more than happy to answer your questions and assist you in locating items or information, provide guidance in researching a topic, or assist you in using any of the print or electronic resources in the library.
- **Come in person** to the **Reference Desk**.
- **Call the Reference Desk: Downtown:** 523-5333; **Parham Road:** 523-5329; **Goochland:** 523-5419
- **E-mail** – Fill out an **online form**.
- **Chat Reference Service** (LRC Live) – chat directly with a librarian.