This guide furnishes information about the services and resources provided by the University/College Library (U/CL) and the Learning Resource Center (LRC). This joint-use academic library is for all Broward College and Florida Atlantic University students. The LRC serves BC students on Central Campus. If you do not find what you need listed here, please do not hesitate to ask a staff member, as we are here to help you. A FAQ version of this guide is also available on the U/CL Web page.

Services

Ask a Librarian
The U/CL is part of Florida’s Ask-a-Librarian service that includes a web-based, virtual reference service and a local e-mail reference service. Ask-a-Librarian is available at www.askalibrarian.org or by clicking on the Ask-a-Librarian logo on the U/CL Web page. Its hours are 9 a.m. to midnight Sunday through Thursday and 9 a.m. to 5 p.m. Friday and Saturday. Students can chat online with a librarian for one-on-one assistance in locating and using electronic library resources. Local chat and e-mail reference is provided weekdays by U/CL librarians. Questions via e-mail are usually answered within 24 hours. Ask a Librarian also has an Academic Desk M-F 10 a.m. to 4 p.m., to assist Community College and University students only.

BC/FAU students and library cards
BC and FAU students must present a valid student ID card to check out materials. A valid ID card with your student ID number is your library card. BC and FAU students from any campus may use the U/CL. Cards from the Broward County Public Library are not valid at U/CL. If you are attending BC and FAU simultaneously, BC is the card you must use.

BC students must obtain a college photo-ID card at the Student Activities Office on their campus (on Central it’s Building 19, Room 106). Uploads to the library patron database are done weekly. Students who receive their ID card and need to use it immediately to borrow books, use the LRC, or access the databases will have to come to the Check Out Desk in the library to have their card activated manually.

FAU students will need to have their Owl card entered in the U/CL’s patron database at the Check Out Desk in order to borrow U/CL materials or to access the U/CL databases. This is done automatically. An OWL card may be obtained in Room 201 in the Student Union (SD). Currently enrolled FAU students need to have their patron card record updated at the U/CL each semester. This can be done in person, by calling the U/CL Check Out Desk (954-201-6649), or using the online FAU Library Card Update Form.

Book loans, renewals and overdue fines
Most books can be checked out for 21 days and may be renewed once. For other items and borrowing policies see ucl.broward.edu/circ_res/circres.htm. Borrowers are responsible for all overdue fines, lost materials, and damages to items charged on their library card. Current fines and fees are posted at the Check Out Desk, in the LRC, and on the U/CL Web page. Failure to clear any library obligations will interfere with registration, graduation and transcripts. Students can also Renew Books Online from the U/CL Web page with your student ID card number and PIN. Once logged in, you will be able to see a list of the items checked out, renew items one time that are not overdue, view items on hold, change your PIN, and view any fines owed.

Book store vending machine
There is a vending machine in the photocopy room that sells some school supplies. The machine is provided and monitored by the Campus Book Store in Bldg. 19.

Children and guests
If your children need to accompany you to campus, be aware that in the U/CL and the LRC the children must be under your supervision at all times. In addition, no children or guests are allowed with students who are studying or being tutored in the LRC or labs. Parents/caregivers are responsible for their children’s behavior. Please think of their safety: do not leave children unattended anywhere on the campus.

Coffee and snacks
There is a coffee shop in the U/CL that sells assorted coffee, drinks, and snacks. Hours for the coffee shop may vary. Food and drinks purchased along with food or drinks students bring to campus may be eaten in this room only. Food is not allowed in any other public areas of the U/CL or LRC. Drinks in covered containers may be consumed in public areas where there are no computers.

Computers for research and e-mail
Computer use is limited to currently enrolled BC and FAU students. Children may not use computers. Most computers have Microsoft Office and Internet access. Those located in the Reference area and the LRC are for research and academic work. Students can use their own software; however, U/CL and LRC staff may not be knowledgeable with the software to assist you. DO NOT save your work to the desktop: it will be lost when the computers are rebooted. Scanners for academic work are located in the Reference Area and in the LRC. Computers for personal e-mail, surfing, chat, or games are located on the east side of the first & second floors of the U/CL. Downloading of music or video is prohibited on any computer, even personal computers. All patrons must observe the computer policy. ucl.broward.edu/Computer Use Policy.pdf, as well as BC and FAU policy, and local, state, and federal laws regarding computer usage. Printing is available at most computers. Patrons can save files to a diskette, USB drive or CD-ROM, or send via e-mail.
Databases

The Library offers numerous research databases and electronic journals that are accessible from any Internet accessible computer. Use your student ID number and PIN (see PIN section) to access databases. Contact a librarian if you need help in using these or conducting research.

Group study rooms

The U/CL provides small study rooms for use by two to six students for group study. Rooms are reserved at the Check Out Desk. Two students with valid student IDs must be present at the Check Out Desk when the room assignment is given. Room availability may be limited during midterms and finals! These rooms may not be used as classrooms or meeting rooms. Additional room rules are posted at the Check Out Desk.

Hours

The U/CL’s and LRC’s regular operating hours are posted on the building directory outside the front doors and on the U/CL and the LRC Web pages. Hours are also available by calling 954-201-6648. Holiday hours, Spring Break hours, and other exceptions will be posted in the U/CL and LRC, and on their Web pages. LRC’s Academic Support Labs (e.g., Math, ASL, ESL, Reading, Writing, etc.) and the Reference Desk hours may vary from the building hours. All hours are subject to change.

Interlibrary Loan (ILL)

Books and materials that are not available in the U/CL may be obtained through ILL. Forms are available on the U/CL Web page, at the Reference Desk, and at the Check Out Desk. The U/CL will not request course textbooks. Students are notified when the item is received, and it can be picked up at the Check Out Desk. If there is a charge from the lending library, the cost will need to be paid when the material is picked up. Though most ILL materials arrive within a week, it can take longer; therefore, students need to plan ahead. FAU students may also place their ILL requests through Illiad on the FAU library Web page, www.fau.edu/library; however, the material must be picked up and returned to the library in Boca Raton.

Laptop computers

Wireless laptop computers are available for checkout to BC and FAU students from the LRC. Students must have a current student ID card and sign a usage agreement policy. Laptops may not be removed from the building. All personal data must be saved to the student’s USB drive, CD-ROM, sent to the print station in the LRC, or sent to e-mail prior to returning the laptop. A borrowed laptop must be returned to the LRC counter one hour prior to the LRC’s closing. Guidelines for late fines, loss, or damage of a laptop are posted in the LRC and on the U/CL and LRC Web pages. Students may use their own laptops for word processing; however, U/CL and LRC staff are not able to assist with setting up any software. Personal laptops may not be plugged into network jacks in the building. All patrons must observe the policies as stated in the Computers for research and e-mail section.

Library instruction

The U/CL offers subject-specific library instructional sessions arranged by faculty for their classes. Occasionally, there are also a variety of research workshops offered. The specific dates and times of these workshops are posted on the U/CL Web page. Students can register online or in person at the Reference Desk. Additionally, any group of three or more students may request a special instruction session by contacting the Reference Desk at 954-201-6649 or 954-201-6653 or e-mailing Library Instruction at bforms@broward.edu.

LINCC Web and the library Web page

LINCCWeb is the online catalog for books, periodicals and other items available in this library. The Library Web page, ucl.broward.edu, is a portal to library and electronic resources. Through the Web pages, patrons can access the U/CL catalog (LINCCWeb), the FAU library catalog, library catalogs of the other state university libraries, view e-books, search local journal holdings, use online encyclopedias, print research guides, and learn about U/CL hours, services, and policies. To use many of the online subscription databases in LINCCWeb, you will need to use your student ID card number and PIN. (see PIN section).

Periodicals and microtexts

Print periodicals are located in the Periodicals Area and are shelved in Library of Congress Classification order. Periodicals on microfiche and microfilm are also available. Periodical indexes and databases are available in LINCCWeb, on the U/CL Web page, or from the FAU Libraries Electronic Journals Collection, http://www.library.fau.edu/ecollect/ejournals.htm.

Photocopiers and printers

There are self-service photocopiers machines on the first floor (Room 122) which accepts a BC-ID card or a printing card. Printers in the library and LRC access a pay-for-print network. BC students can add money to their BC-ID card. FAU students can add money to their Owl card and print or photocopy in Room 103 of the Library. Guest cards are also available. Value can be added with $1.00 or $5.00 bills only. The library does not provide change, please bring exact amount.

PIN

To renew books online or to use many of the online subscription databases in LINCCWeb, you will need to use a PIN along with your student ID card number. Initially your PIN is the last four digits of your social security number. You should change your PIN in “My Account” (see Book Loans, Renewals and Overdue Fines section). If you have forgotten your PIN, staff at the Circulation Desk can reset it for you.

Reciprocal Borrowing

The Community College and State University Systems allow students borrowing privileges between State of Florida institutions. Students must provide the lending institution with his/her BC/FAU student ID card and another picture ID. Students must observe all rules and regulations set by the lending institution, and are responsible for any fines, damages, or lost book fees incurred.
Reference and research assistance
954-201-6653

Reference librarians are available to assist students with their research and information needs. A librarian is generally at the reference desk until 9:00 p.m., Sunday through Thursday, Friday until 5 p.m., and Saturday 9 a.m. to 5 p.m. They will gladly handle requests by telephone or e-mail as well. Librarians also offer personalized assistance with research or any other service or resource to help you use library resources to the fullest. See more Student Resources on the U/CL Web page or complete an online reference consultation form at ucl.broward.edu/consultationform.htm. A librarian will contact you within 48 hours to set an appointment.

Reserve material

Books and print items that instructors place on reserve are available at the Check Out Desk. Non-print Reserve materials (e.g., computer software, diskettes, CD’s, etc.) for FAU and BC students are housed in the LRC. A student ID card is required to borrow Reserve materials. Use any computer to check if an item has been placed on Reserve by selecting “Reserves” from the U/CL Web page. Reserve items can be searched by instructor’s name, course, or title. Most items are restricted to in-library use for one to three hours. The fines charged for overdue Reserve items are posted at the Check Out Desk and on the U/CL Web page.

Rest rooms

Rest rooms are located near the elevators on all floors and in the rear of the LRC.

SEFLIN card

The Library is a member of SEFLIN (Southeast Florida Library Information Network), which allows U/C Library students borrowing privileges at numerous private and academic libraries in the area. To apply for a SEFLIN card, present a current BC or FAU ID card at the Reference Desk.

Telephones and cell phones

There is a public pay phone in Room 122, which is the Photocopier Room located on the first floor of the library. Please be considerate of others by placing your cell phone or beeper on vibrate while in the building. Phone conversations are not allowed in reading or study areas, the Reference Area, and labs in the LRC. Cell phones may be used in the photocopier room and specially marked hallways in the LRC.

Collections

Finding library materials

The LINCCWeb and the FAU Libraries system are the online catalogs to collections of library materials. The LINCCWeb system lists all the holdings in the U/CL collection. The FAU Libraries system provides access to the collections housed in Boca Raton and other FAU campus libraries. The items found in the FAU Libraries system can be requested through the U/CL ILL department. Both LINCCWeb and FAU can be accessed through the U/CL Web page. These systems also provide access to catalogs and information from other libraries in Florida and throughout the United States.

How to read a call number

Materials in the library are classified using the Library of Congress Classification System. After locating an item in the LINCCWeb, the screen will provide the call number for the item. The call number is the “address” of the item on the shelf. It will look something like the following:

HC
347
.W92

First look for the alphabetical designation HC. Within the HC section, look for the number 347. Then, look alphabetically for W within the HC 347 section. Finally, look for 92. A call number preceded by a prefix indicates a special location within the library. If you are unable to find what you are looking for, please come to the Reference Desk so staff can assist you.

Circulating collection

These are of items which may be checked out. Call numbers ranging from A through I are located on the second floor; K through Z are on the third floor.

Reference collection (REF)

This is a non-circulating collection of factual books located on the first floor. There are also electronic and print abstracts and indexes.

Audio-Visual collection (A-V)

Career videos are in the Circulating Collection. Videos, DVDs and other non-print material for instructional used by faculty are in the LRC. These may also be viewed in the LRC by students. Open College CDs, three-dimensional models, non-print Reserve materials (e.g., CDs, DVDs, computer software, etc.) are in the LRC.

Other collections

Leisure Reading books are shelved on the first floor. The Children’s Collection (CLC), Curriculum Collection (CURR), Oversize books and Career books are located on the third floor. The CLC and CURR are for students majoring in education. There are also downloadable e-books from the Library web page.
The LRC is located on the second floor. It has academic support labs and tutoring to help BC students achieve college success by providing them with appropriate resources and assistance designed to meet their needs. Please note: children and guests are not allowed to accompany students to the labs or tutoring. For the sake of safety, do not leave children unattended anywhere in the building.

**LRC computer lab**

BC and FAU students may use the main computer lab for any school-related work. The lab offers Internet access, Microsoft Office Professional and academic software. Students may use a limited number of scanners and laser printers.

**Math and science lab**

The Math Lab primarily offers help to BC students taking developmental math classes. Math software is also available on the LRC computers.

**English as a Second Language lab (ESL)**

The ESL lab uses a variety of resources that are both printed and computerized for BC students to enhance the knowledge that they gain in the classroom.

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**Building use policy**

This facility provides the students, faculty, and staff of the institutions served with a pleasant environment conducive to study, research, and the continuation of the educational process. It is important that there be procedures and policies in place to protect library users, materials, equipment, and the facility; therefore, the following policies will apply in all public service areas:

**Food and drink**

With the exception of the Coffee Shop, patrons are prohibited from eating food inside the building and drinks are prohibited in computer areas. Drinks in covered containers may be consumed in public areas where there are no computers.

**Disruptions**

Disruption to the study and research of patrons or the interruption of their educational process is prohibited: Examples are listed below: (This is not an inclusive list.)

- Creating excessive noise
- Harassment of others
- Odor constituting nuisance or health and safety concern
- Behavior that disturbs users or staff and interferes with the use of the facility

**Destroying or damaging material, equipment, software or the facility**

The following are examples of actions that are prohibited: (This is not an inclusive list.)

- Destruction, mutilation or defacement of any materials
- Damaging of hardware or equipment
- Misuse of furniture or the facility
- Intentional introduction of viruses into any system
- Tampering with software

**Smoking**

Smoking or any other use of tobacco products is prohibited within the facility.

**Animals**

No animals are allowed within the facility other than those assisting persons with disabilities.

**Radios, CD players, cell phones or other equipment**

The use of any equipment that disrupts patrons is prohibited.

**Children and minors**

Parents or caregivers who bring children into the facility are responsible for monitoring their activities and regulating their behavior. Disruption of patrons by children or minors is prohibited.

**Skateboards, roller or inline skates and bicycles**

Skateboarding, roller or inline skating, and cycling are prohibited within the building. Bicycles must be parked in designated outside areas by Building 8 and Building 9.

**Loitering and soliciting**

Loitering and soliciting for donations or accosting patrons for any purpose that disrupts their use of the facility is prohibited.

**Security and Surveillance**

Alarms, unmonitored video cameras and other security devices are in use in the building. Staff is authorized to search books and possessions to determine if a violation has occurred.

Persons who are unable to abide by these policies will be asked to leave the facility. Those refusing to do so will be subject to removal by Campus Safety. Students could be liable for disciplinary action as established by the college or university they are attending.

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