CARD CATALOG:
- To see if we have a specific item (like a book or e-book), go to nicholls.edu/library and click “BASIC SEARCH.”

CHECK-OUTS/RETURNS:
- You need to have your student I.D. to check out books, etc.
- You are allowed to check out up to 20 books at one time.
- They are a 3-week check out.
- Books can be returned:
  - Second floor at the circulation desk
  - Book returns (one outside of the library and one downstairs in the lobby)
- To renew books:
  - Second floor at the circulation desk. Bring your student I.D.
  - Online at nicholls.edu/library and click “MY E-LIBRARY.”

COMPUTERS:
- Do you need your I.D. to use the computers?
  - On the second floor - NO.
  - On the first floor in the Ellender Lab - YES.

COPY MACHINE:
- There is a copy machine available to use on the second floor.
- Can you pay with cash?
  - YES. You also can pay with money on your Colonel Card.
- How much does it cost?
  - $0.10/page
- What does “Set Key Card” mean?
  - The copier needs money.

DATABASES:
- All of our databases can be found at: nicholls.edu/library/database
  - Databases are sorted alphabetically, by subject, etc.
- If you are in the library and using one of our computers, you do NOT need to log in to use the databases.
- If you are off campus or using your own personal laptop to use the databases, your log in is:
  - Your third-party I.D. (the first part of your Nicholls email address up to the @ symbol)
  - Your password is your N Number (with a capital N).
- If you need help using the databases, a librarian will help you.
  - In person: go to the reference desk on the second floor
  - Call: 985-448-4625
  - Email: el.reference@nicholls.edu

E-BOOKS:
- We have over 65,000 e-books available.
- You can read e-books online, or you can check them out on an iPad, iPhone, Kindle, etc. after creating an account. See a librarian for details.
FACEBOOK / TWITTER
- Our FACEBOOK page is: facebook.com/nichollslibrary
  - We post lots of fun things that are going on around campus - including pictures of YOU!
  - We have weekly “cover photo models” featuring students that are in the library.
  - If you check out our biology models, you can take your picture with our skeleton “Fred” and be on our page.
  - You can take a “shelfie” (a selfie including a book or two) and post it to our page with the hashtag #nsushelfie
  - You’ll find any other important info that you need to know.
- Our TWITTER page is: @NichollsLibrary
  - Follow us and you’ll find lots of the same type of information as on Facebook, and other fun things that are going on in and around the library.

FAX:
- There’s a fax machine on the second floor for student use. This fax machine is for student use ONLY.
  You have to bring your I.D. to the desk so we can verify that you are a currently enrolled student.
- How much does it cost to use? IT’S FREE.

MODELS:
- There are anatomical models that can be checked out to study. There are photo charts on the circulation desk showing all available parts. We also have a full skeleton (“Fred”) and torso (“Slim”) that are available to check out to study.
- These are 4-hour checkouts.
- The models do NOT leave the library.
- They do NOT leave the second floor.
- You are allowed to check out up to 2 parts per person at a time.

MOVIES:
- We have movies that are available to check out on DVD and VHS.
- They are a 3-day check out.
- Go online to the card catalog to the circulation desk for a binder to see what’s available.

PRINTING:
- All printing on campus is done through WEPA.
- The library has 3 WEPA machines:
  - one on the second floor
  - two downstairs (one in the lobby, and one inside the Ellender Lab)
- When printing from our computers, you have to log in. You log in info is:
  - Your Nicholls email address
  - Your password is your N Number (with a capital N).
- Can you pay with cash?
  - NO. You can pay with money on your Colonel Card or by using a debit or credit card.
- How much does it cost?
  - For black and white:
    - $0.09/page (when paying with money on your Colonel Card)
    - $0.39/page (when paying with a debit or credit card)
  - Color is much more expensive
- Need to put money on your Colonel Card? Here’s how:
  - There’s a machine downstairs in the lobby (it looks like an old ATM). You can put cash directly on your card there.
  - Online through the Colonel Card office: nicholls.edu/colonelcard
- The printer can NOT print legal sized paper.
- If our WEPA machines are out of order, there is a MAP of all WEPA locations on campus on the circulation desk.
RESERVES:
- If your teachers says that there is something “on reserve” in the library, go to the circulation desk on the second floor.
  These items:
  - Are either 2- or 4-hour checkouts.
  - Do NOT leave the library.
  - Do NOT leave the second floor.

SCANNER:
- There’s a scanner on the second floor for student use. This scanner is for student use ONLY.
  You have to bring your I.D. to the desk so we can verify that you are a currently enrolled student.
- How much does it cost to use? IT’S FREE.

STUDY ROOMS:
- Group study rooms are for groups of 3 or more (up to 10 people per room).
- They are a 4-hour checkout.
- Rooms can be renewed if - and only if - there are no other groups waiting to use the room.
- There is NO waiting list.
- You can NOT reserve them for a certain time.
- They are first come, first serve.
- You are allowed to have drinks in the room.
- You are NOT allowed to have food in the room.
- The rooms are NOT soundproof.
- Keep the blue check-out card with you INSIDE of the room (do NOT hang it on the door) and return it to the circulation desk when you are finished.
- If you need to use the board, markers can be checked out at the circulation desk. (These also are a 4-hour checkout.)
- There also are 3 individual study carrels that are for student use.
  They are on the back wall of the second floor, to the left of study room #3.
  - These rooms do NOT need to be checked out.
  - These also are first come, first serve.
  - There is NO TIME LIMIT for use of these rooms.
  - These rooms also are NOT sound proof.

MONDAY-THURSDAY:
7:30 a.m. - 11 p.m.

FRIDAY:
7:30 a.m. - 4:30 p.m.

SATURDAY:
CLOSED

SUNDAY:
3 - 11 p.m.