

# Nicholls State Library, second floor

## *BASICS FOR STUDENTS*

### **CARD CATALOG:**

- To see if we have a specific item (like a book or e-book), go to [nicholls.edu/library](http://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](http://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](http://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](mailto: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 #nuschelfie
  - 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:

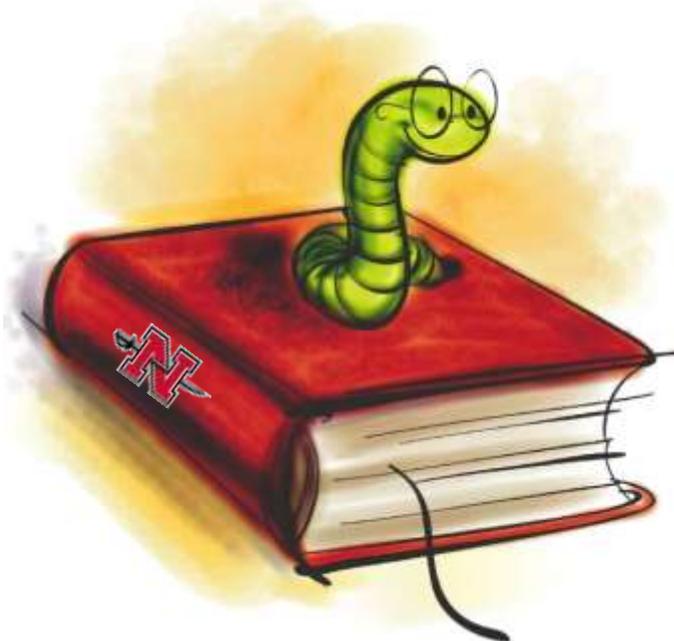
- If your teachers says that there is something “on reserve” in the library, go to the circulation desk on the second floor.
- These items:
- Are either **2-** or **4-hour** checkouts.
  - Do **NOT** leave the library.
  - Do **NOT** leave the second floor.

### 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.