



1st floor, HLRC

### LEARNING CENTER HOURS

Spring & Fall Semesters Only

Monday - Thursday: 8:00 a.m. - 8:45 p.m.

Friday: 11:00 a.m. - 4:45 p.m.

Saturday: 11:00 a.m. - 2:45 p.m.

Sunday: 11:00 a.m. - 2:45 p.m.

Holidays: Closed

*Call for Summer & Winter Schedules*

*Schedule subject to change.*

### LEARNING SKILLS CLASSES ~ (310) 287-4486

English & Math Lab courses (1-unit) utilizing computer-assisted instruction.

### TUTORING ~ (310) 287-4486

Offered throughout the semester on the 1st floor of the HLRC for WLAC courses. Free; first-come, first-served. Check the schedule by visiting Learning Activities or online at <http://library.wlac.edu>.

### LANGUAGE LAB ~ (310) 287-4283

Required 1-unit lab for Spanish, French, et al.

### WRITING LAB ~ (310) 287-4420

Need help with outlining an argument? Developing a thesis? Grammar? Word choice? The Writing Lab offers consultation on the entire writing process for any WLAC course. Call for hours. Free.



### FACULTY

Chow, Judy x4401  
*Chair*

Lee, Ken x4402  
*Librarian*

Riesberg, Curt x4486  
*Learning Skills, Director,  
English*

Russell, Tim x4318  
*Learning Skills, Mathematics*

### THE HELP YOU NEED & .5 TO 2 UNITS!

Library Science and Learning Skills courses are ideal ways to accomplish several objectives:

- Learn about valuable research resources and strategies and when and how to use them
- Add a transfer unit for UC or CSU
- Experience the convenience of a short-term, self-paced, or online course
- Brush up on basic English and math skills in a computer-assisted environment
- Fulfill Financial Aid requirements

Here is a listing of courses designed to help you succeed in college (please consult the current schedule of classes for additional offerings and the catalog for description of all offerings):

Library Science 88: Business Resources on the 'Net  
Library Science 101: Library Research (UC:CSU)  
Library Science 102: Internet Research (CSU)  
Library Science 103: Information Literacy (UC: CSU)  
Library Science 104: Advanced Internet Research (CSU)  
Library Science 130: Travel & The Internet  
Learning Skills 2AB/10AB: English/Math Fundamentals

### Library & Learning Resources

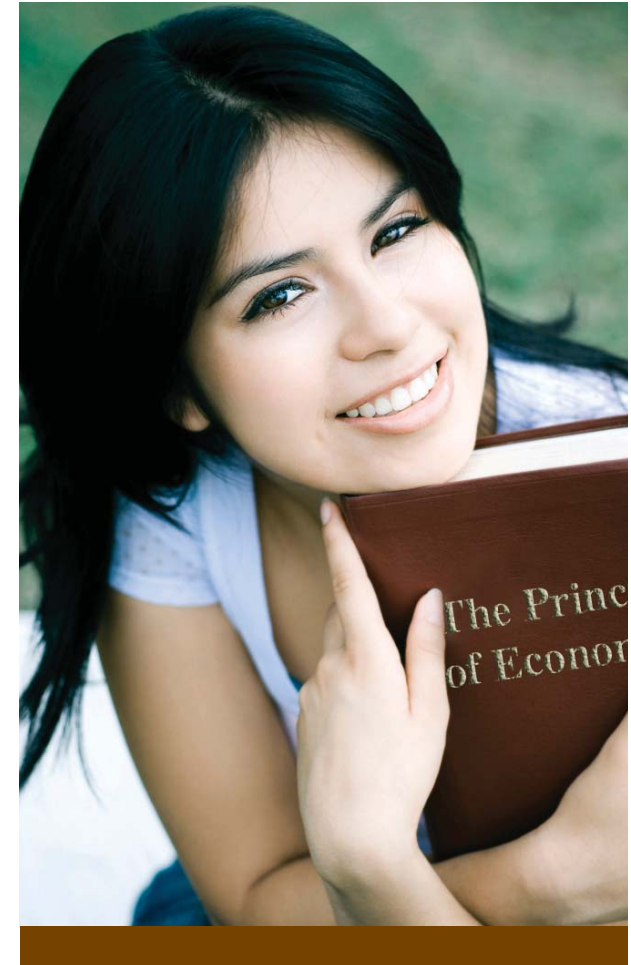
West Los Angeles College

9000 Overland Ave. | Culver City, CA. 90230  
(310) 287-4408 | [www.wlac.edu](http://www.wlac.edu) (click Library)

# HELDMAN

## LEARNING RESOURCE CENTER

*LIBRARY & Learning Resources*



*I have always imagined that Paradise will be a kind of library. ~ Jorge Luis Borges*



# The Library

2nd & 3rd floors, HLRC

## LIBRARY HOURS

Spring & Fall Semesters Only  
 Monday - Thursday: 8:00 a.m. - 8:45 p.m.  
 Friday: 11:00 a.m. - 4:45 p.m.  
 Saturday: 11:00 a.m. - 2:45 p.m.  
 Sunday: 11:00 a.m. - 2:45 p.m.  
 Holidays: Closed  
*Call for Summer & Winter Session Schedules  
 Schedule subject to change.*

### *What is your Information Competency IQ?*

Information Competency is “the integration of library literacy, computer literacy, media literacy, technological literacy, ethics, critical thinking, and communication skills.” - from the CSU Report on Information Competence ([http://www.calstate.edu/LS/Archive/info\\_comp\\_report.shtml](http://www.calstate.edu/LS/Archive/info_comp_report.shtml), 1995)

## REFERENCE SERVICES ~ (310) 287-4269

- Reference sources
- Consultation regarding general and specific research strategies
- Tutorial handouts
- Class orientations (by instructor’s appt.)
- Evaluation tips for Internet sources
- Citing sources, MLA & APA styles

## CIRCULATION ~ (310) 287-4408

### Borrowing Requirements

Library materials are checked out only to enrolled students with a current Student ID card. Books from other LACCD libraries are borrowed through the District’s Interlibrary Loan program.

### Loan Periods

- **Books:** 3 weeks with 2 renewals per semester (excepting holds)
- **Interlibrary Loans:** Determined by lending library
- **Laptops:** 4 hours; 2nd floor use only
- **Newspapers and Magazines:** 2 hours; Library use only
- **Reference Books:** 1 hour; 2nd floor use only
- **Reserves:**
  - Library Use Only Books - 2 hours
  - Overnight, 3-Day & 7-Day Books - due on the designated day before 8:00 a.m.
- **Video Tapes:** 4 hours; 2nd floor use only

### Overdue Materials

- **Books:** \$0.25 per day or portion thereof
- **Newspapers and magazines:** \$0.25 per hour or portion thereof
- **Reserves:** \$25.00 per day or portion thereof
- **Lost Items:** \$150 per item

### Photocopy Machines & Microform Readers

Located behind the elevator by LRC 218.  
 \$0.10 per page, coin-operated, black & white, single-sided, 11.5” x 8” only



## COMPUTING & DATABASES

### Laptop Lending Program

Laptops are available for use in Library only, for 4-hour periods at a time. They can be renewed for multiple periods, excepting holds. In addition to a WLAC Student ID Card, a valid California DL or ID is required.

### Library Instructional Research Classroom (LIRC, LRC 218)

See courses listed under “Library Science” in the current Schedule of Classes book or online. The reverse side of this brochure lists a sampling of classes.

### Library Instructional Research Lab (LIRL) Policy

All computer usage is governed by LACCD Administrative Regulation E-76.

### Databases, Software & Internet Access

- AccessScience, CountryWatch, CQ Researcher, FACTS, Current Issues, Gale Virtual Reference Library, Lexis-Nexis, NetLibrary, ProQuest
- SIRSI i-Link online catalog
- MS Excel, PowerPoint, Word
- EDUCO and NASA software on selected PCs
- ETUDES-NG compatible

### Log-in Procedure

To log-in to the LIRL computers, follow the instructions on the table by the monitor, using your student ID number (begins with “88”).

Remote log-in: Go to <http://library.wlac.edu>, link to “Remote Access to Library Databases,” select database, log-in with provided log-in and password.

### Network Printing

\$0.10 per page, coin-operated, black & white only