Q. **When is the library open?**  
A. Monday through Friday during the regular semesters.  
   Monday – Thursday: 7:30 am - 8:00 pm  
   Friday: 7:30 am – 2:30 pm  
   Check online for special hours during holidays and college breaks. The book drop, located outside the library doors, is always open. You are welcome to return items there whenever the building is open.

Q. **How do I get a college ID/Library card?**  
A. It takes just a few moments to stop by the library and have your picture taken. Your photo id/library card is a permanent card but should be updated in the library each semester. Bring photo identification such as a driver’s license with you.

Q. **Where are the books?**  
A. The library/learning center/lab combination will have a very limited number of physical books. There is a collection of reference books for use in the library and a circulating collection of paperbacks and course-related materials available for checkout. LSCS libraries have over 40,000 electronic books available through the catalog and the database links. Your library card number can also be used to download e-books and audios from the public libraries. From the catalog, you may also request books and other materials to be sent to Atascocita.

Q. **How can I get the book I want?**  
A. Search the library catalog for books and videos located here and at other libraries in the consortium. To have it sent to the LSC-Atascocita Library, use the “request first available copy” button in the catalog. Just be sure to specify LSC-Atascocita as your pickup location. If the material is not in the catalog, you might be able to borrow it through Interlibrary Loan or a TexShare card. You may also suggest books for us to purchase for our circulating paperback collection of you think other people would also like to read them.

Q. **What is the consortium all about?**  
A. We share our library catalog with Montgomery County Memorial Library, Harris County Public Library, and, of course, all of the Lone Star Colleges. You can use your library card from LSC-Atascocita to check materials out at other libraries, and you may return other library materials to our library if it’s more convenient for you.

Q. **Can I print?**  
A. You may print from any of the library computers. If you’re trying to print from your own computer, you’ll have to transfer the information first to a library computer with a flash drive. Don’t have a flash drive? Ask a librarian.
Q. How can a librarian help me with my assignment?
A. If you can’t find what you’re looking for in 15 minutes, contact a librarian. The Reference Librarians are experienced researchers who will help you learn how to find the information you need and evaluate it for authority and relevance. In addition to research techniques, they know how to refine a topic, format a paper, do proper citations and recognize improper grammar. If you need more in-depth assistance, writing and math tutors are available in the library. Ask a librarian for the tutoring schedule.

Q. How can I contact a librarian?
A. You will find librarians on duty whenever the library is open. You may come to the library for assistance, call the Reference Desk at 832-775-0816, or email Atascocita.Library@LoneStar.edu. We also have a Chat reference service accessible from most library web pages.

Q. What is an Assignment Guide?
To help you with many typical research assignments, the librarians have created guides to lead you to appropriate books, databases and authoritative web sites. Find the Assignment Guides at http://www.lonestar.edu/library/research-guides-kingwood.htm

Q. What is a database?
A. A database is a collection of information. Most library databases are collections of articles from magazines, newspapers, and/or journals. We also have specialized databases for film, electronic books, and combinations of media.

Q. How do I use the databases from off campus?
A. The library page at http://www.lonestar.edu/library/atalibrary.htm will link to the catalog, databases and assignment guides. Databases are accessible off campus by logging in with your library card number.

Q. Do you have a fax machine?
A. Our copy machine also functions as a fax machine. Ask the librarian for assistance.

Q. How do I scan a document?
A. Our copy machine functions as a scanner as well. The scans will be emailed to you.

Q. May I eat and drink in the library?
A. Covered drinks are permitted if they do not leak when tipped over. We ask that you refrain from eating in the library.

Q. Is there a place for silent or group study?
A. Yes, the library has two study rooms available for either silent or group study. You are always welcome to reserve one of these rooms ahead of time if you know you will need it on a certain day/time.