


Lake-Sumter Community College Libraries General Information and Helpful Hints

- If you need research or computer assistance, please ask at the service desk.
- Be courteous! Keep noise to a minimum. Others may require quiet in order to study.
- A copy machine is by the front entrance. Copies are \$.10 per page.
- NO talking on cell phones.
- Please turn off or mute your cell phone ringers.
- Never leave any materials or personal items unattended, including flash drives or disks.
- College policy requires children **MUST NOT** be left unattended, to ensure their safety
- All computers are muted
 - To support LSCC coursework, a limited number of headphones are available for checkout at the circulation desk.
 - For recreational use, please bring your own headphones. Headphones may be purchased in the LSCC Bookstore.
 - To unmute for headphone use, click the volume control in the system tray in the right bottom corner of the Windows screen. 
- Saving Files:
 - If you must save a file, use the “H Drive (Thawspace)” available through “My Computer.” Create a folder with your name on it and save your document to the folder, otherwise any file you save will be deleted when the computer is re-booted.
 - Office 2007 documents are not viewable in older versions of Office unless you remember to save your file as 97-2003.
 - **DO NOT** save any files to the desktop or to “My Documents” because **these files will be deleted automatically when the computer is re-booted.**
- Printing:
 - Always use **Print Preview** to see how many pages will print.
 - Printing costs \$.10 per page. You are required to pay for what you print whether you need it or not.
 - Collect your printouts at the service desk.
 - Ask at the service desk if you need to print in color. Cost is \$.40 per page.
 - **Free printing for:** FAFSA and scholarship applications, LOIS information
- If a computer is not available in the Information Commons area, you may use library classroom computers at the Leesburg or South Lake libraries when class is not in session.

Before you leave please make sure you have the following:

