

REQUESTING ITEMS:

- There are 3 methods for requesting library items (see above tabs). Use any one of them to request physical items (books, DVDs,) for pickup. Items located in Reference, Reserves, Front Desk, Periodicals, or Southwest Room are not available for checkout.
- Please only request items **OWNED** and **AVAILABLE** from LRC Library. (To determine this, please check our catalog at <https://luna.tlcdelivers.com/#section=home>.)
- Only students registered for current classes or current LCC employees may check out items. You may check out up to 5 items at a time, including 2 DVDs.

Please allow 24-48 hours for retrieval of items. You will receive an email or phone call when your items are ready.

PICKUP INSTRUCTIONS:

- Pickup hours are Monday and Tuesday, 10am - 3pm and Wednesday 8 - 12pm.
- Please bring a photo ID to verify your identity.
- Park in front of LRC and call the number on the sign. A LCC Library employee will bring your items to your car for either window or trunk delivery. Your items will be in a plastic bag and will already be checked out to you.



Please note there is NO ENTRY to the building allowed.

Campus buildings are currently closed to students. If you are an LCC employee and wish to enter campus buildings, please follow the guidelines.

We are in the process of adding an external book drop. Until this is done we will request that you return materials to the box that has been placed by LRC sign. Please return items on Monday 8-5, Tuesdays 8-5 and Wednesdays 8-12.