## NLC Library Services Update How-to Guide

The NLC Library now has physical items available at our Slave Lake location for staff and students.

You can check out any item from the NLC Slave Lake Library, or place items on hold using the NEOS Catalogue.

- Click <u>HERE</u> for a short tutorial on searching the NLC collection and placing holds.
- Click <u>HERE</u> for a tutorial on how-to find out your Library ID/Barcode and Pin.

**Please Note:** If you are not located in Slave Lake, you may still be able to get items at your closet NEOS library. Click <u>HERE</u> to see the list of NEOS libraries. NLC students and staff can sign out books from other NEOS libraries using your NLC ID/Barcode and Pin. You will need to bring a piece of ID when picking up the items. Please be aware that libraries have different COVID-19 procedures in place for service delivery.

## Book Pick-up at the Slave Lake Campus:

• Books can be picked up at the Admissions office in the Slave Lake campus by appointment.

## Book Drop-off at the Slave Lake Campus:

- Books can be dropped off at the Slave Lake campus by appointment.
- Returned items should be placed in the book bin located in the main entrance of the Slave Lake campus.

## How to Make an Appointment:

To make an appointment to pick-up or drop-off an item or items at the Slave Lake campus, please email <u>NLCLibrary@northernlakescollege.ca</u> or call 780-849-8670.

Not located in Slave Lake but have items that need to be returned? Please contact your local campus and schedule a time to drop-off your item.