**WELCOME TO THE SCIENCE LEARNING RESOURCE CENTER (LRC)**

**HOURS: Monday – Thursday 8:00am – 7:45pm**

**Friday 8:00am – 4:00pm**

**Saturday 11:00am-2:30pm Sunday, CLOSED**

**Here are a few things you will need to know while using the facilities inside the lab:**

 Please take your phone calls outside the lab, and remember to TURN OFF your cell phone ringers while inside.

**CANDY, GUM, DRINKS, AND FOOD are** **not allowed** in the Science LRC. Please help us keep a clean study environment.

 Please be considerate of other students using the lab. Keep your voices down while here. The person next to you might not need to know what you are talking about.

**LAB HOURS:**

* If you are taking a science class which requires you to spend time (“Arrange Hours”) inside the Science LRC:
	+ **YOU MUST “CLOCK IN” and “CLOCK OUT” AT THE FRONT DESK** of the Science LRC, (Science building, room 245), in order to get credit for your time here. **You must use your SMC student ID or a picture ID and your SMC student ID number** to check in and out each time. Please check with your professor to confirm the amount of hours which are required for your particular class. To get credit, ALL lab hours are to be spent INSIDE the LRC or the computer lab, next door.

**CHECKING OUT/BORROWING MATERIALS;**

* Up to four (4) Science LRC materials can be checked out for up to 3 hours at a time. **NOTE**: There is a fine of $.50 per item, per hour, (and any fraction thereof), if they are overdue.
* Lists of all the study materials which are offered in the Science LRC are located at the front desk for your convenience.
* **All materials are to remain inside the Science LRC**. You cannot check out, “borrow” materials and take them with you.
* **ALL models in the Science LRC are delicate works of art**. Please be gentle with them.
* When checking out materials, such as models, visual media, books, etc.:

**PLEASE NOTE:** Checking out a study aid is **NOT** the same as “Clocking in and out” for your lab hours. **YOU WILL NOT BE CLOCKED IN or OUT AUTOMATICALLY**. If you wish to, “Clock in” -(to the lab for your class hours), AND check-out/”borrow” a study item at the same time, please inform the front desk, so that you will get credit for your lab hours at the time of your arrival.

**CONFERENCE ROOM:**

* Parties of 3 or more, may use the conference room, for blocks of 2 hours at a time. **NOTE:** The overdue fine is $5.00 per hour, (and any fraction thereof).

**FREE DROP-IN TUTORING:** is available. Please see the bulletin board inside the Science LRC, room 245 for hours and tutors’ availability.

**PRINTING:** Normally, printing takes place in the **Science Computer Lab, room 240**, which is next door to the Science LRC. The **Science Computer Lab**, room 240, closes at 7:00pm, during the fall and spring semesters, (**CLOSED Sat & Sun**.). If you need to print beyond those hours, please use the **Cayton Center** or the **SMC school library**.

***IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO ASK US. GOOD LUCK TO YOU THIS SEMESTER!***