

WELCOME!

TO YOUR
LEARNING
RESOURCE CENTER



Culinary Institute
LENOTRE

CIL Policy for LRC Training and Orientation

“It is the policy of CIL to provide training and instruction for all new LRC users. Attendance is required. New LRC users include the following:

- New Students
- New Adjunct Faculty
- New Chefs
- New Administrative Employees where indicated
- New Staff where indicated”¹

What is an LRC?

LRC stands for Learning Resource Center. The term encompasses everything available in the designated area:

Staff

Books, periodicals, guides, electronic resources, media, databases, Internet, etc.

Furniture

Computers, printers, etc.

Workspace for users

Supplies

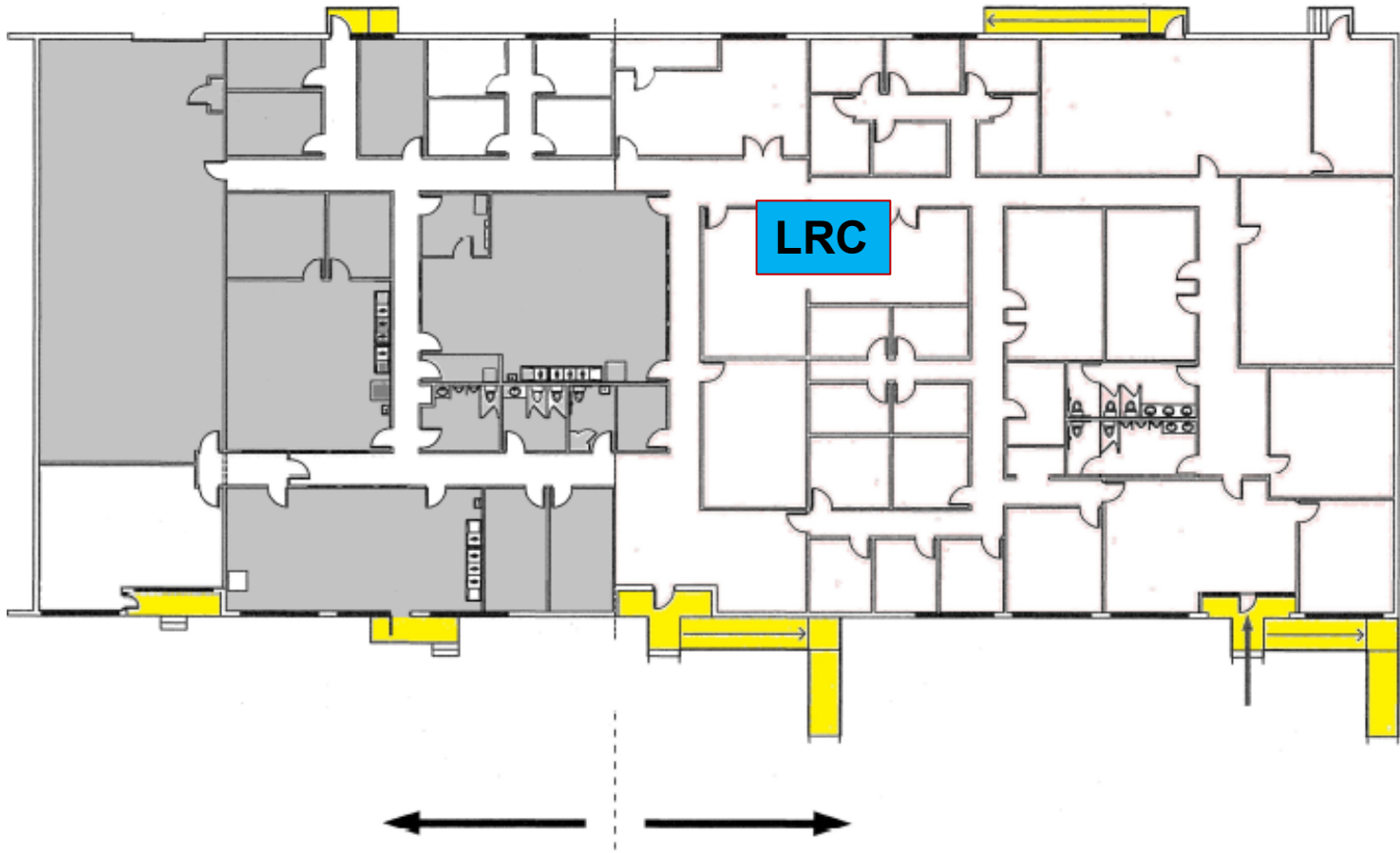


Let's get started by taking
a tour!

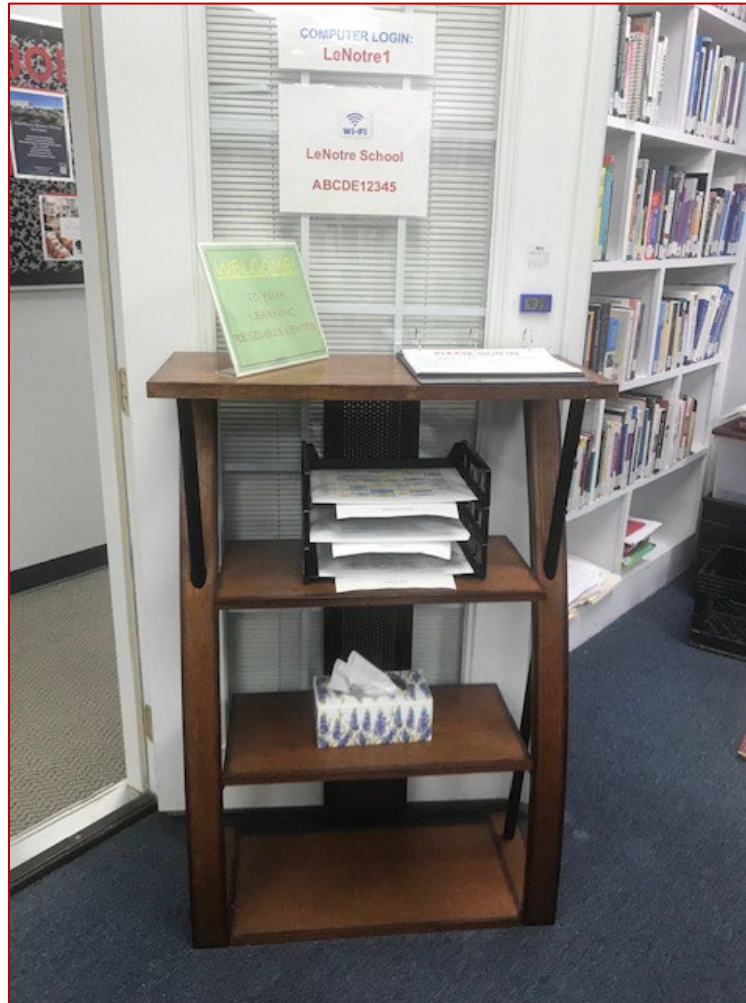


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The CIL LRC is located in the South Building.



When you visit the CIL LRC, make the Sign-In Desk your first stop.



When you enter the LRC, please sign in!

Why? We need statistics for official reporting purposes. We also need to know that the space and resources are being used!

PLEASE SIGN IN		
OCTOBER TERM 2023		
PRINT NAME	DATE	TIME IN AND OUT
Paris	10-23-23	9:04
Diego	10-23-23	< 9:21
Jac Boz	10/23/23	12:15 - 1:02
Marcos Rodriguez	10/23/23	2:03 - 3:49
Ajai Harper	10.23.23	4:30 - 4:55
PRINT		
PRINT		
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PRINT		



To assist you in signing in,
we have a calendar . . .

And a clock.



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The Sign-In Desk also houses useful items:

- Class Schedules
- Access Codes
- CIL Calendars



Look above the desk and you will find the computer login and the Wi-Fi network and password.



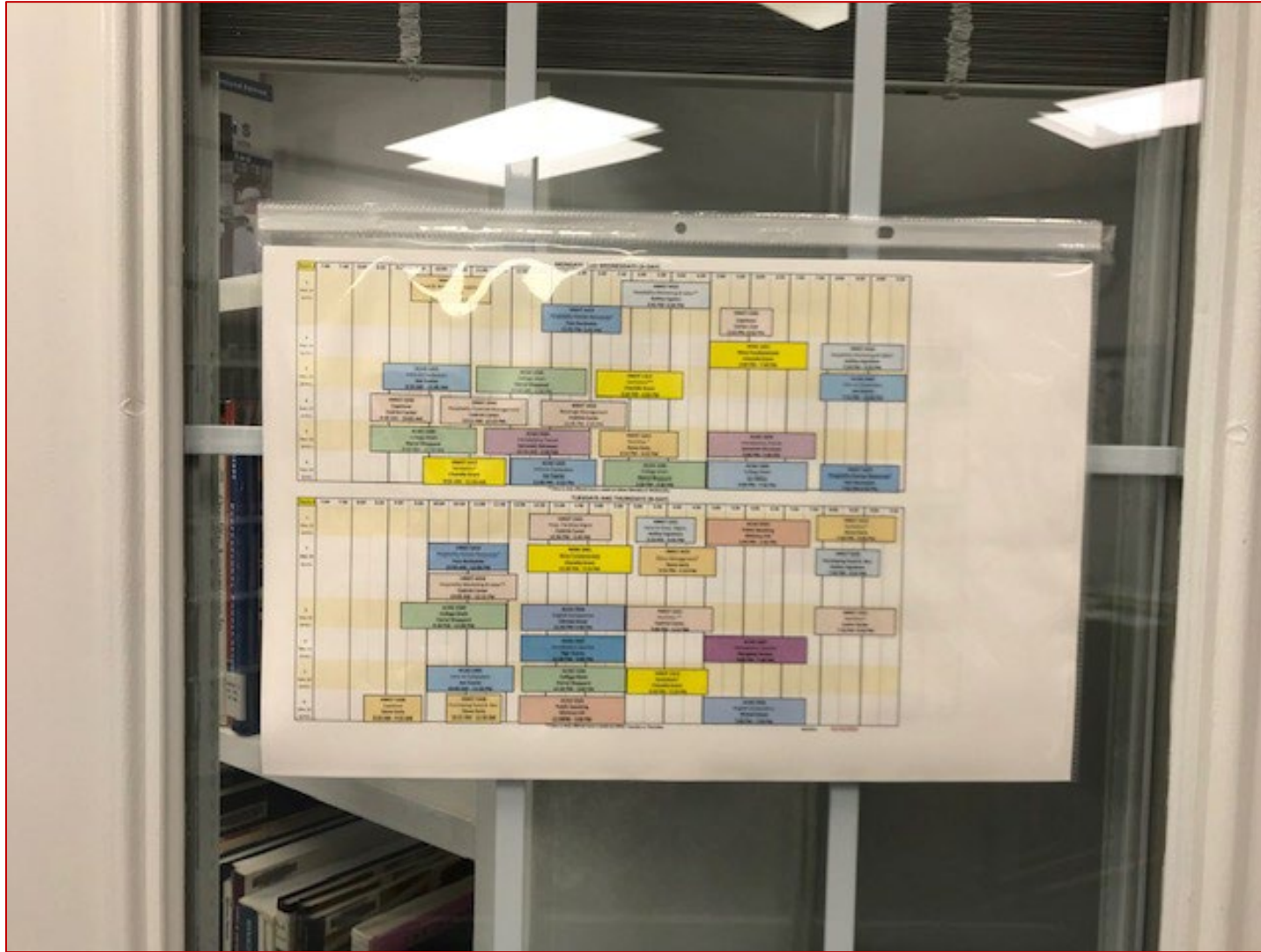
In the same area, you will find the Quick Set-Up QR Codes . . .



The librarian's hours, general information . . .



A large class schedule for the term . . .



And supplies for your use.

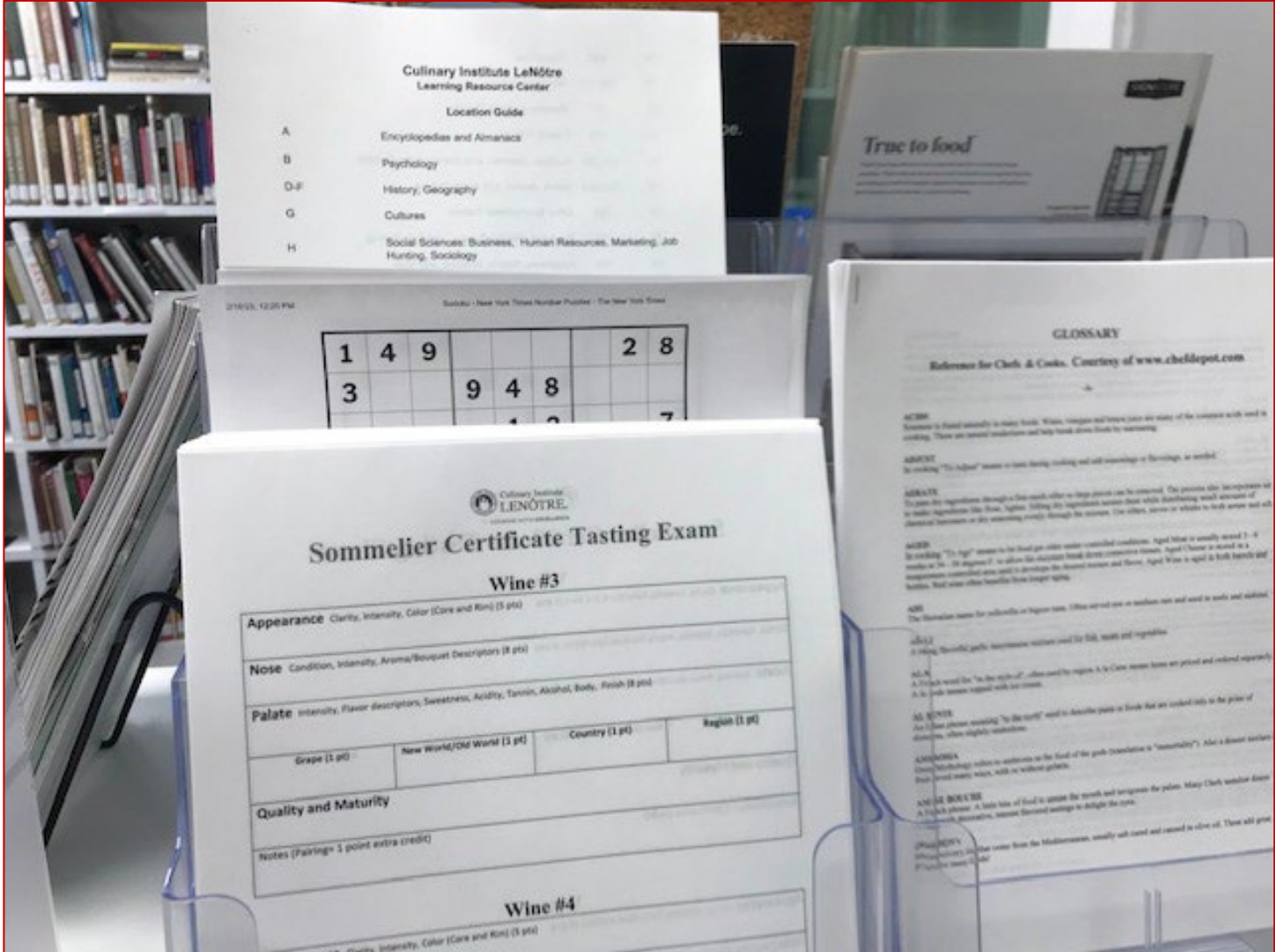


Display Table

**Visit the display table regularly.
Displays change often.**



On the side of the magazine shelves, there are more helpful handouts.

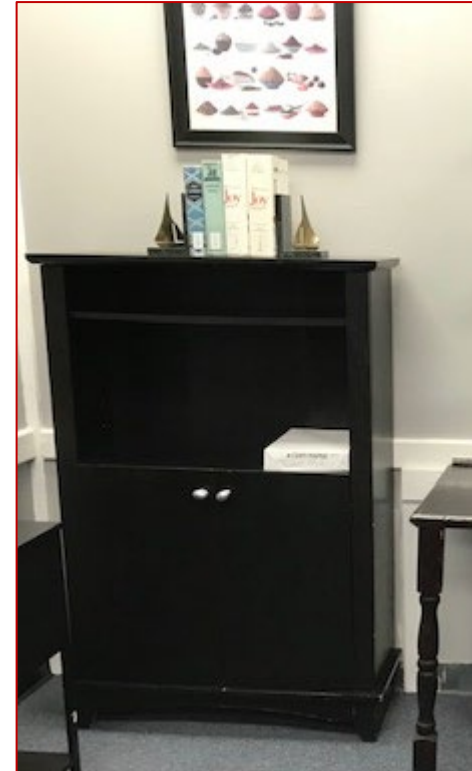


Next is the Computer Room. On your immediate left is the printer.

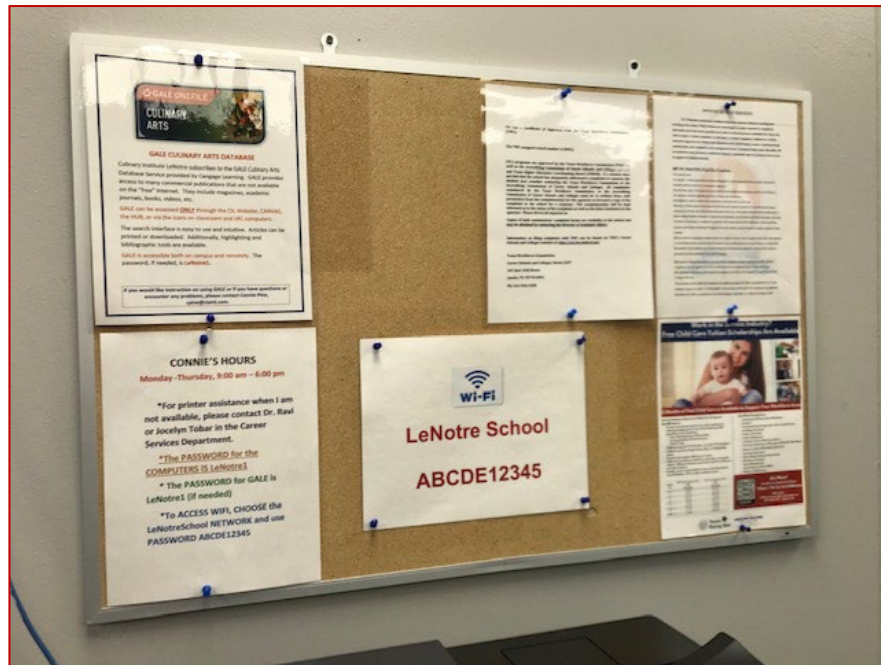
If you need to print from your phone or a computer, the printer name is either Library or TASKalfa 4004i.



Extra paper is stored in the cabinet to the right of the printer.



You can find general information and scholarship applications near the printer.



The computers and the printer are for you to use free of charge.



The card on the base of each computer provides access information. If you need a color print, email your document to Connie.



The tables offer a good place to study, to have project meetings, or to just wait for your ride.



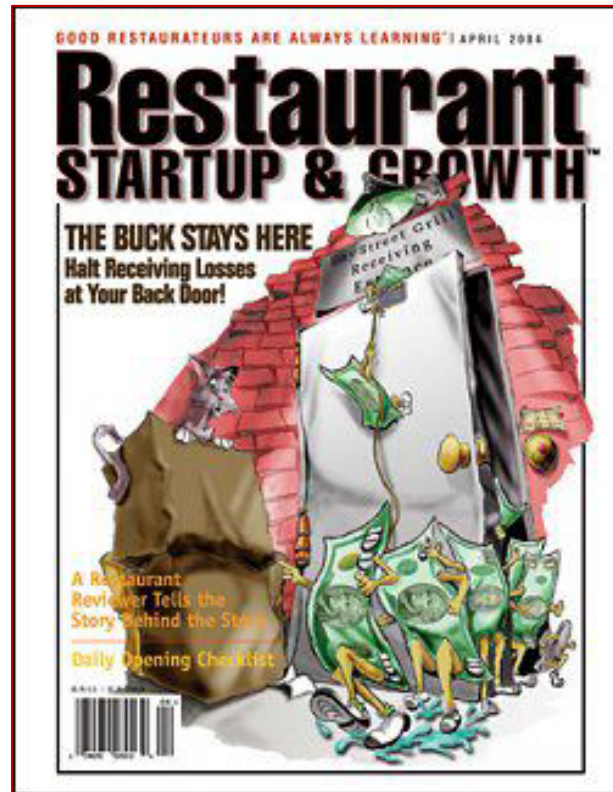
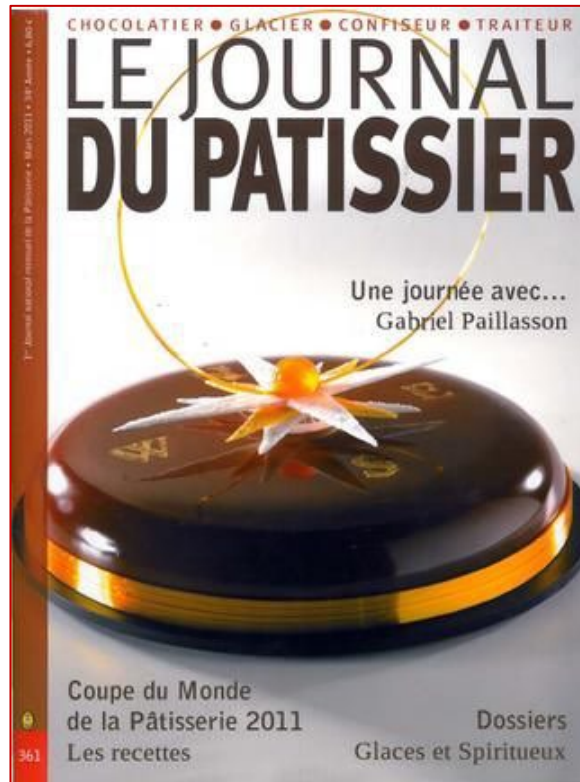
**Now let's look at the
collection!**

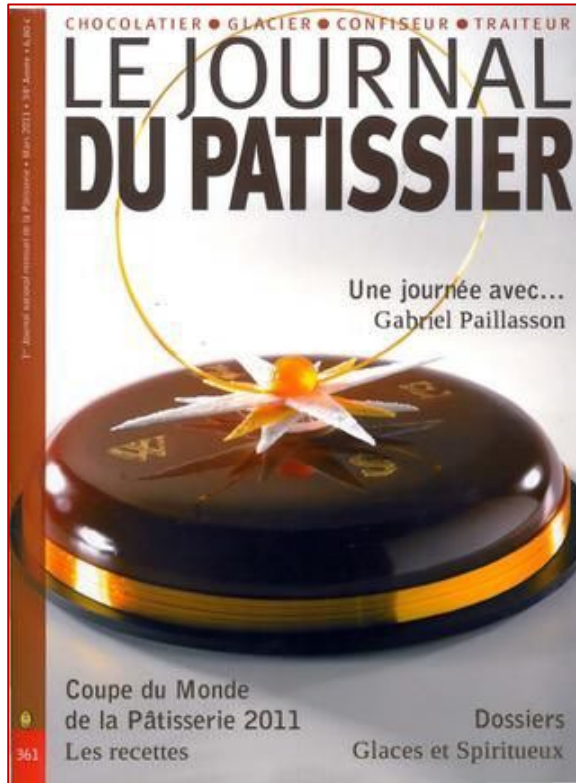


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MAGAZINES

We subscribe to several magazines, but likely the most valuable ones to you are these:





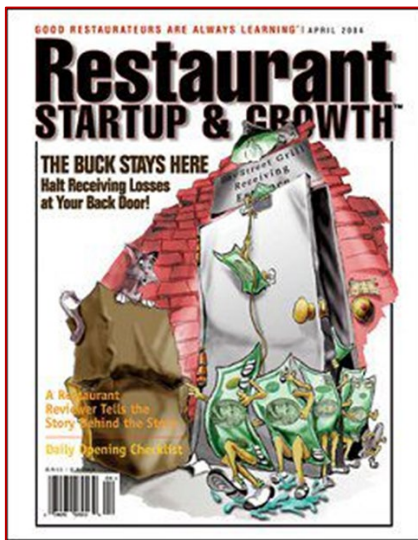
Thuries is useful primarily for Culinary students and chefs, but also for Baking and Pastry students and chefs.

Le Journal du Pâtissier is useful to Baking and Pastry students and chefs.

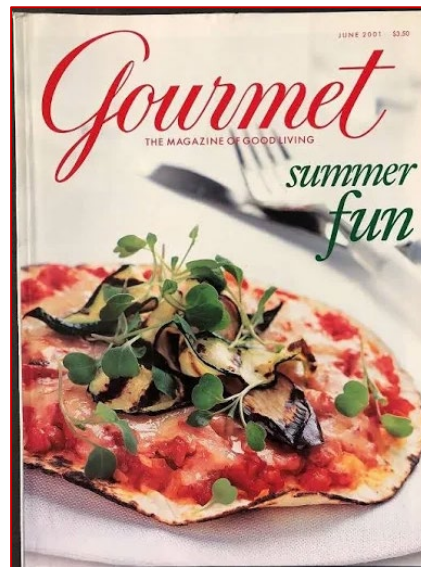
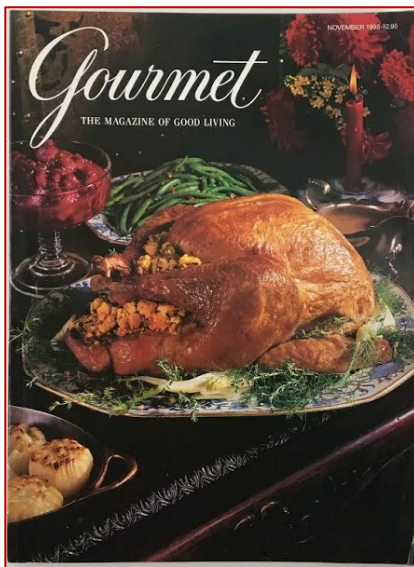
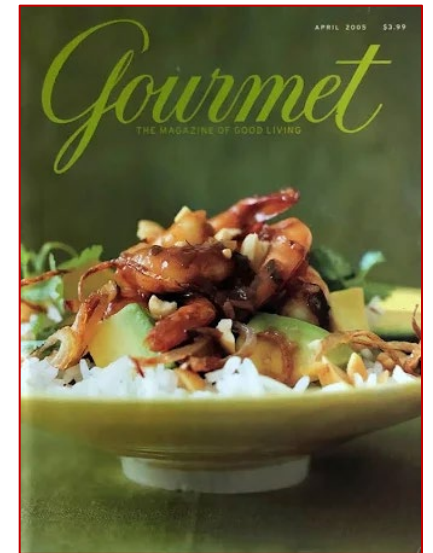
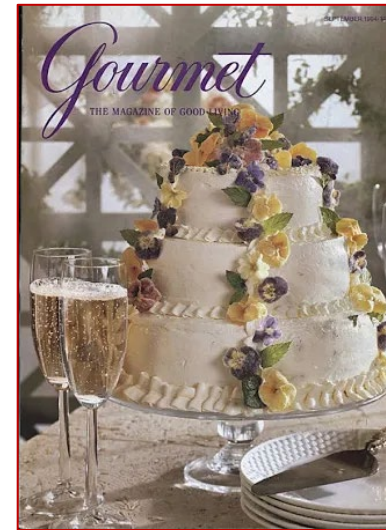
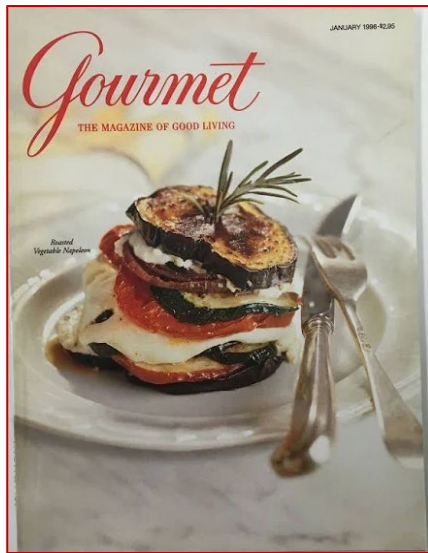


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Restaurant Startup and Growth magazine aims to provide in-depth education on management best practices for restaurant entrepreneurs.



Gourmet Magazine was the first U.S. magazine devoted to food and wine. It was published from 1941 until 2009. While it's a bit dated, it is still a wonderful resource.



Chocolatier was a magazine for pastry chefs and cake makers published from 1984 until 2007.



Current issues of magazines are displayed in racks that sit on the magazine bookcase. Older issues are kept below or on the nearby wall shelving.



Magazines cannot be checked out and should never leave the LRC.



BOOKS

The book collection consists of a variety of categories:

Wine

Biographies

Cooking science

Techniques

Restaurant cookbooks

Regional cookbooks

Specific ingredient cookbooks

International cookbooks

Baking and Pastry cookbooks

Foreign Language culinary books

HRM topics

General reference

And MORE



Books are arranged using the Library of Congress Classification System.

Letters represent categories and numbers break the categories into discrete topics.

Books are shelved left to right and top to bottom in each section of shelving.

Print copies are available in the LRC.



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Culinary Institute LeNôtre
Learning Resource Center

Location Guide

A	Encyclopedias and Almanacs	TX	700-715	American Cuisine
B	Psychology	TX	717	Mexican and Irish Cuisine
D-F	History, Geography	TX	719	French Cuisine
G	Cultures	TX	721-722	Austrian, German, and Scandinavian Cuisine
H	Social Sciences: Business, Human Resources, Marketing, Job Hunting, Sociology	TX	723-724	Italian, Jewish, and Asian Cuisine
J	Political Sciences	TX	725	Other International Cuisine
K	Law	TX	730	Breakfast, Holiday Cuisine, and Entertaining
L	Education: Writing Guides, Study Guides	TX	740	Appetizers, Salads, Seafood, and Meat
P	Language and Literature: Dictionaries, Thesauri, Communication, Writing, Grammar, Public Speaking, Languages	TX	750	Poultry, Soups, and Stews
Q	Science, Math, Computer Guides, Nutrition	TX	760	Baking and Breads, Chocolate
R	Medicine: Health, Nutrition, Diet	TX	770	Cakes, Pastries, and Desserts
S	Agriculture: Fish Processing	TX	790	Ice Cream and Candy
TP	Wine, Beer, Liquor, Cigars	TX	800-830	Vegetables, Pasta, Coffee, Sauces, and Professional Cooking
TS	Meat and Poultry Processing	TX	840	Grilling and Barbeque
TX	1-500 Introduction to Food, Food Dictionaries, Gastronomy, Culinary History, Ingredients, Equipment	TX	900-912	Hospitality, Food Service Management, Training, Cost Control, Restaurant Operations, Menu Planning
TX	600 Writing in Food	TX	920-960	Food Purchasing, Food Service Equipment, Cocktails
TX	690 Casseroles			



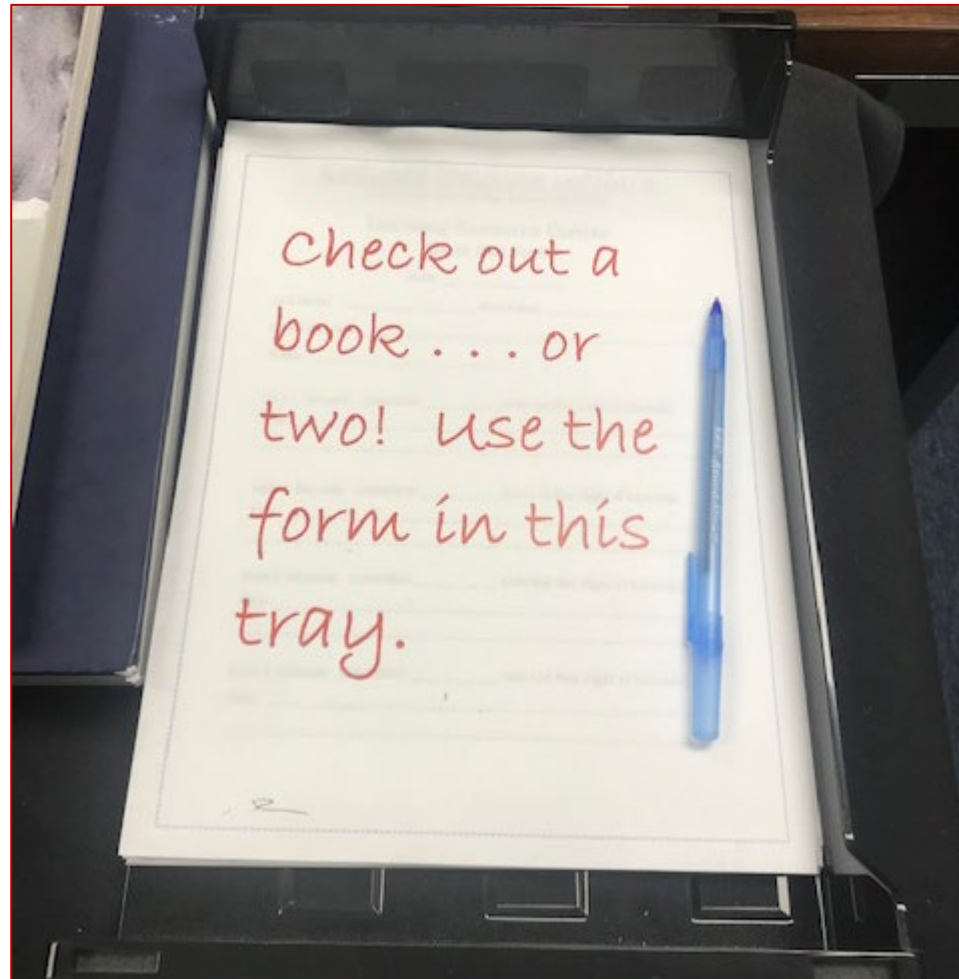
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Borrowing books

- Unlike magazines, books may be checked out for a period of two weeks. They may be renewed twice.
- No fines are charged for late returns, but borrowers are expected to return or renew books on time. If a book is lost, the borrower is responsible for the cost of replacement.
- A borrower may have up to three books checked out at any given time.
- To check out a book, fill out a form from the tray on the display table. Leave the form with the librarian.
- When returning a book, give it to the librarian or leave it on the desk.



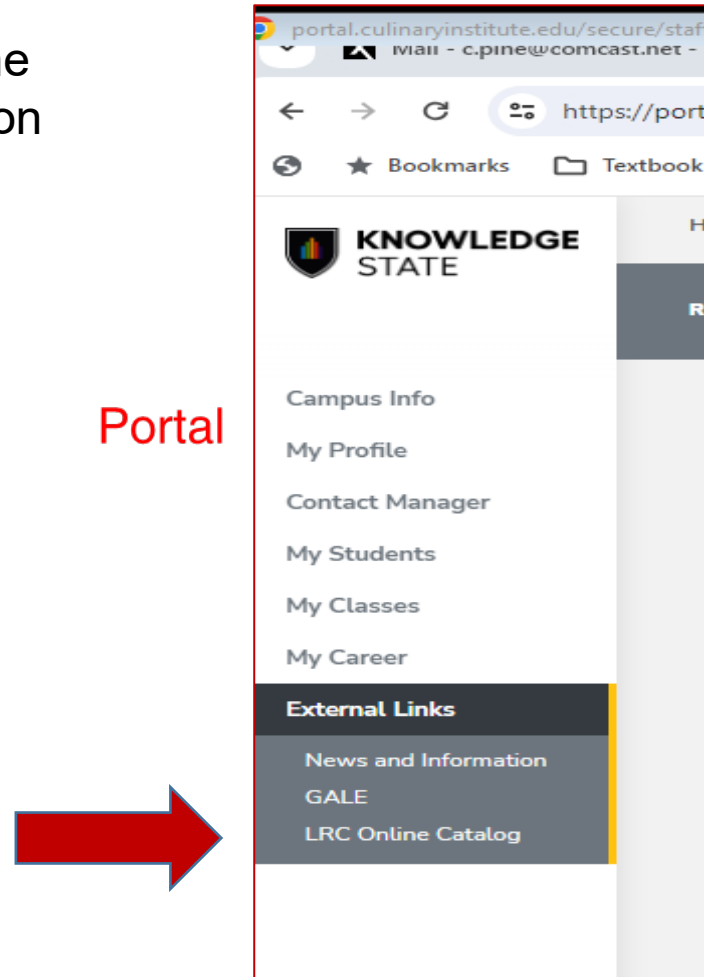
Check out forms are in a tray on the display table.



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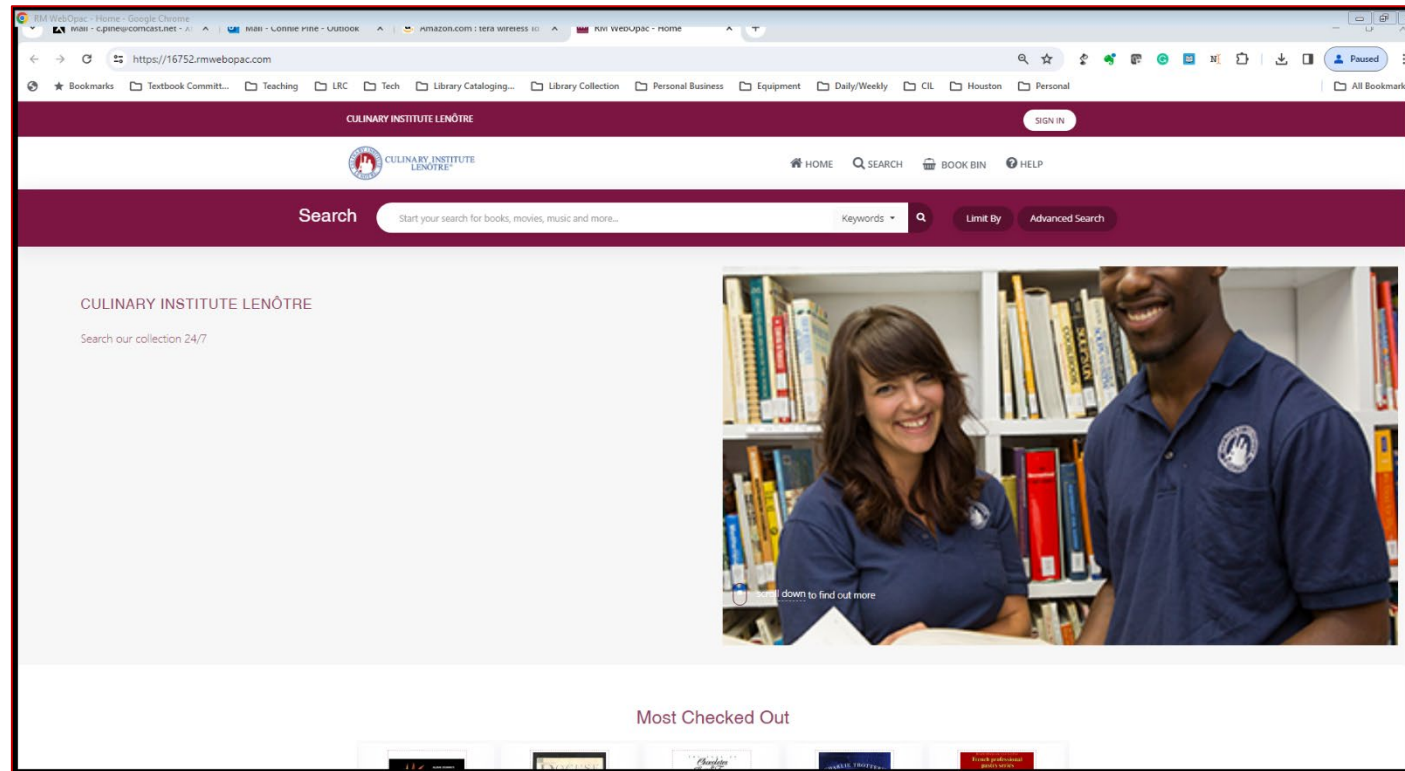
LRC's Online Catalog

You will find the link to the online catalog on the Student Portal. Go to the left menu and click on External Links. Select LRC Online Catalog.



LRC's Online Catalog

By accessing the online catalog, you can learn what is in the library collection. You can search by title, author, subject, or keyword.



Search Results

Titles that satisfy your search request

Call numbers

Availability

Author names

Subjects

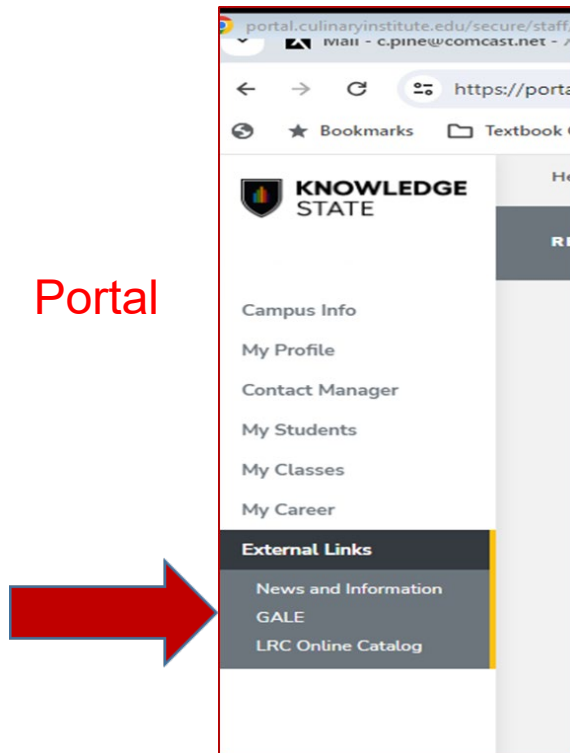
With this information, you can select and locate the items you need.



ELECTRONIC RESOURCES

The GALE Database is a valuable research tool. You will need to use it to complete many of your assignments.

Portal



GALE CULINARY ARTS DATABASE

Culinary Institute LeNotre subscribes to the GALE Culinary Arts Database Service provided by Cengage Learning. GALE provides access to many commercial publications that are not available on the "free" Internet. They include magazines, academic journals, books, videos, etc.

GALE can be accessed **ONLY** through the CIL Website, the Student Portal, or via Quick Set-Up QR code poster.

The search interface is easy to use and intuitive. Articles can be printed or downloaded. Additionally, highlighting and bibliographic tools are available.

GALE is accessible both on campus and remotely. The password, if needed, is **LeNotre1**.

If you would like instruction on using GALE or if you have questions or encounter any problems, please contact Connie Pine, cpine@ciaml.com.



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LRC Rules

- Sign in!
- Ask lots of questions!
- Check out books!
- Learn!
- Report any problems with equipment or resources to the librarian!
- Return borrowed items when they are due!
- Do not take magazines from the LRC!
- Do not bring food into the LRC!
- Treat other LRC users with respect!



References

- 1 Culinary Institute LeNotre Learning Resource Center Policy and Procedure, Training and Orientation.