

John P. Isché Library – Frequently Asked Questions

What are the Isché Library hours?

Monday-Thursday 8am-10pm,

Friday 8am-6pm

Saturday 9:30am-6pm

Sunday 1:30pm-10pm

*Please check the library homepage for [Holiday Hours or unexpected closures](#).

Is the John P. Isché Library open to the public?

LSU Health Sciences Library is a state university and is open to the public. However; there are restrictions on computer lab use and borrowing privileges. University Police may ask for an ID after hours.

Where is the Isché library located? The Library is located on the 3rd floor of the Resource Center Building located at 433 Bolivar St. For detailed instructions click [here](#).

Where is the LSU School of Dentistry Library located? The Dental Library is located at 1100 Florida Avenue, New Orleans, LA 70119. For directions and other information regarding the Dental Library click [here](#).

Is there parking near the Isché Library? Parking is available in the LSUHSC Garage (entrance on S. Roman St.) at the rate of \$1 an hour for a maximum of \$10 a day. There is also metered parking on the streets surrounding the LSUHSC campus. Parking is also available at Saint Joseph's Church at the rate of \$3 per day.

Who can use full-access computers in the Isché Library? If a patron is directly affiliated with LSUHSC their username and password will enable full access to all computers in the commons area and the 4th floor computer lab. The computers located by the Reference Area are for searching Library resources only. For general internet access outside patrons may visit the Main branch of the New Orleans Public Library located at the corner of Tulane Ave. and Loyola Ave.

Is there wireless access in the library? Yes. To use Secure Wireless services in the library you must have an LSUHSC ID and password (your LSU email login id and password).

Where is the Office of the Registrar Located?

Resource Center Building

433 Bolivar Street, Room 401D

Hours: 9:00 am – 4:00 pm (M-F)

Phone: (504) 568-4829

Located within the John P. Isché Library

Where is the Financial Aid Office Located?

LSU Health Sciences Center in New Orleans

433 Bolivar Street, Room 215

Phone: (504) 568-4820

Located on the 2nd Floor of the Resource Center Building; down the hall past the Credit Union.

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Where is the Bursar/Business Office Located?

CSRB Building

533 Bolivar Street, Room 265

Hours: 8:00 am - 4:30 pm (M-F)

Phone: (504) 568-4884

2nd Floor of Building (on walkway), First door on the Right

Same office as Parking Services

Where is Student Parking Located?

CSRB Building

533 Bolivar Street, Room 265

Hours: 8:00 am - 4:30 pm (M-F)

Phone: (504) 568-4884

2nd Floor of Building (on walkway), First door on the right. Same office as Bursar.

Where is Student Housing Located?

1900 Perdido Street

Phone: (504) 568-6260

Hours: 8:00 am- 4:00 pm (M-F)

Located within the Residence Hall. Behind the MEB Building. Room 210.

Where is Student Health Services Located?

Student Health Services is located on the 7th floor of the Lions Building

2020 Gravier Street

Hours are 8:00 am- 4:30 pm (M-F)

Phone: (504) 525-4839

Where do I go for troubleshooting/connecting to the wireless network?

If the library's instructions do not help you connect to the internet, you should contact your school's computer supporter. You maybe need to make an appointment. Each school has different appointed faculty members to provide [computer support](#).

- Nursing School:
Glenn Ruiz, IT Project Coordinator
gruiz@lsuhsc.edu
Phone: 504-568-4171
Fax: 504-568-5853
Room 4A10
- Medical School:
Brenda Galle, Administration
BGalle@lsuhsc.edu
504-599-1578

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- Allied Health:
Larry Brazile, IT Analyst III
Email: lbrazi@lsuhsc.edu
Phone: (504) 568-5514
Fax: (504) 568-4249
Room 6A14 in the Nursing/Allied Health Building

 - Public Health:
Carl Kluttz, IT Analyst III
ckluttz@lsuhsc.edu
Room 335
504-568-5700 office
- OR
- Jason Armand, IT Analyst II
Jarman@lsuhsc.edu
Room 305
504-568-5700 office
- Graduate Studies:
Duc Nguyen, IT Analyst II
Dnguy5@lsuhsc.edu
568-3049
4th Floor of Resource Building (within the Library)

When is the Bookstore open?

9am-4pm Monday-Friday

Where can I find a scanner?

Scanning services are available. Ask at the Circulation Desk. There is also a scanner located on the 6th floor of the Lions Building in the Isidore Cohn Student Learning Center. LSU login and Pay Paw are required.

Where can I find a copy machine?

There is a copy machine located on each floor of the Isché Library to the right of the elevator. Cash is accepted to operate copy machines in addition to Pay Paw cards.

Where can I find a color copier?

A color copier is located on the main floor of the Isché Library next to the elevator. The cost is 25¢ a page.

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Can you tell me about *printing* services in the library?

Cost

Black and White copies can be made on the 3rd and 4th floors printers.

One-sided prints are 8¢ a page; double-sided prints are 12¢ a page.

Color copies can be made from the 4th floor copy machine only. Each color page is 25¢.

Pay Paw

A Pay Paw card or formatted ID is required to retrieve your print job. Cash is not accepted.

Sending a print job

When you print in either the Library Commons or in the Library, you will be asked to select a printer (3rd or 4th floor) and to give your print job a name and password. This is simply to identify your print job from others, so name it whatever you want. You can use the same name and password for multiple print-jobs. If you select the 4th floor printer, it will default to black and white printing. *Be sure to select “color” if you want a color print-out.* Detailed directions are available at the 4th floor print station or at Circulation.

Print Stations

There are 2 print stations in the library- one on the 3rd floor and one on the 4th floor outside the computer lab. Print jobs sent in the Library or Library Commons can be retrieved at either print station.

Retrieving a print job

Swipe your card on the card reader. Select your print-job name and press "Print." Enter the password you created when you sent the print job. Your print job will be distributed and your card will be charged.

I can't remember my PIN/I never got a PIN for off-campus access. Can you tell it to me?

Once a PIN number is created it is encrypted and cannot be read by our staff. If you come to the Circulation Desk or contact the Library via telephone, we will be happy to reset your PIN number for you. If you have never created a PIN you should log into Web Access Management (Imbed Link: <http://www.lsuhs.edu/no/library/ss&d/remote.html>) as a first time user.

How can I add money to my Pay Paw card?

Once a Pay Paw account has been set up in the bookstore, you can add money to your card by using the Value Transfer Station located in the library. This machine takes cash only.

If you wish to add money using a *debit or credit card*, you can do so by going to the Bookstore or logging in to the [Pay Paw website](#).

Does the Isché Library have a Fax Machine?

The Library does not have a fax machine for public use.

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Where is the nearest ATM?

An ATM is located on the main walkway leading out from the parking garage.

How can I get a departmental copy card?

A departmental copy card can be obtained by the business manager in charge of your department by contacting Auxiliary Enterprises.

Where do I get a new LSUHSC ID?

Faculty, Staff, Residents and Fellows can obtain a new LSUHSC ID in the Resource Center Building on the 6th Floor (Human Resources Department).

Students can obtain a new LSUHSC ID from the Registrar's office located on the 4th floor within the John P. Isché Library.