

the Library

Library Guide for Students

Guide to Library Services for Students, including borrowing books and resources, using computers and printing

Opening Times

Term time:

Monday: 8.30am – 5.00pm

Tuesday to Thursday: 8.30am – 8.00pm

Friday: 8.30am – 5.00pm

Out of term time:

Monday–Friday: 8.30am – 5.00pm



Study Spaces

- Main Study area: - with study tables, books, journals and space for you to use a laptop
- Computer Study Room: - with 44 bookable computers and 2 Macs
- HE Study Room - which can be found on the 2nd floor with 28 study spaces, 14 computers, projector and interactive whiteboard.
- Group Study Room: - a room for group study and for workshops with 5 computers, projector and interactive whiteboard. Please ask at the desk to book this room.
- Silent Study Room:- Individual silent work with 5 computers
- Study Rooms: - 2 individual study rooms. Please ask at the Library desk to book these rooms.

Please don't eat or drink in any area. You can drink water in the study areas and rooms but not near computers.

Mobile phones should be on silent so that other users are not disturbed.

The library is a study space, so **please be considerate to other people studying** while using the library and help support an environment that is conducive to study.

Library Catalogue

The Library has a dedicated website with links to the catalogue, guides, study skills information, computer booking and a link to the EBSCO Discovery which will allow you to search all of the books, journals, and online information in one place.

The Library catalogue link will allow you to search for books and resources, and also let you log into your own account to check your library account, renew and reserve items online.

We have a large collection of eBooks which can be found through the library catalogue or EBSCO Discovery – these can be either read online or downloaded according to publisher's arrangements.

The Library Website catalogue can be accessed both inside and outside college at: **library.loucoll.ac.uk** You will need your username and password to access online resources through EBSCO Discovery.

Borrowing Books and Materials

All students may borrow up to **10** items at a time. If you fail to return your books on time, this will result in penalties being levied against your account. You can renew your items on your online account, or contact us by phone or email.

Borrowing times

- Most items can be borrowed for **2 weeks** and you can renew up to 8 times without bringing the book in.
- Short Loan items can be borrowed for **7 days** – these are in high demand but can still be renewed 8 times.
- **Library use only** books, newspapers and journals can be used in the Library or photocopied but not borrowed.

Books already out on loan can be requested. You can request books online by using the [Library catalogue](#). If there is a lot of demand for an item, you will be placed in a queue and notified by your student email when it is available.

Books and journal articles can sometimes be loaned from another library – please see the Inter Library Loans information online.

You are responsible for the care of all items borrowed on your record. Please do not lend your card or library items to anyone else as this could result in your being held financially responsible for lost or damaged books. You need your student card to borrow or use items in the Library, use the printer/photocopier/scanner and other services in college, so please keep it safely and wear it at all times.

Computers

When you enrol on a course your student number becomes your computer username. You need to set a personal password for yourself on a computer within college. If you forget your password bring your card to the Library desk to reset it.

- Drop-in quick access computers
- Reserve a computer in advance at the Library Desk, Booking PC or through the Library website
- Specialised software on some computers – Adobe Creative Suite, Solid Works, Jaws



Please see the Student e-Safety policy on LearnZone

Printing and Photocopying

- Print allowance of **£5** at the start of each term
- **5p** for 2 sides A4 black and white
- **16p** A4 colour per side
- **32p** A3 colour per side
- Buy more print credits at the main Library desk

Please ask our Library staff if you need any help using our services – we are here to help

Tel: 01509 618318

E-mail: Library@loucoll.ac.uk

This information is up to date as of Aug 2017. For the most recent update visit: library.loucoll.ac.uk