

Library Guide for Students

Opening Times

Term time:

Monday: 8.30am – 5.00pm

Tuesday–Thursday: 8.30am – 7.00pm

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 to use a laptop.

HE Study Room with study tables and bookable computers.

Group Study Room with bookable computers or book in advance for presentations.

Silent Study Room with bookable computers for individual silent work.

Computer Room/Study Space downstairs in the Hub.

Please do not eat or drink in any area. Drinking water is permitted in the study spaces, but not near computers.

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

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 website **library.loucoll.ac.uk** has a link to the Library catalogue to search for books. You can also log in, check your Library account, renew your books and reserve items.

Discovery is the Library search engine where you can access all of the books, eBooks, journals and online information in one place from the search box on the Library website. You will need your username and password to access online resources through Discovery outside college.

Borrowing Books and Materials

All students can **borrow up to 10 items at any one time**. Renew your items through your online account, or contact us by phone or email.

- Borrow most items for 2 weeks.
- Renew up to 6 times if there are no reservations. Please ask if you need help to use your library account to renew your books.
- Short loan items can be borrowed for 7 days and can also be renewed.

- Library use only books can only be used in the Library.
- Fines will be applicable if library books are not returned on time.
- Books already out on loan can be requested.
- Request books online by using the Library catalogue. Items in high demand will be placed in a queue and you will be notified by your student email when the item is ready to collect.
- Books and journal articles can sometimes be loaned from another library, please see the Inter-Library Loans guide.

You are responsible for the care of all items borrowed. **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 books or use equipment such as printers and other services in college, so keep it safe and wear it at all times.

Computers and Laptops

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 re-set it.

- Computers and laptops are available to use in the Library for your College work.
 - Book a computer in the Library for immediate use, or up to seven days in advance.
 - Some have specialist software as well as the standard College software.
 - Please see the Student e-Safety policy on LearnZone.
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Printing, Photocopying and Scanning

- Print credit of **£5** at the start of each term added to college card.
 - **5p** per side for black and white printing.
 - **16p** per side for colour printing.
 - Buy more print credits at the main Library desk.
 - Scan your card on the printer to collect your printing on the 'FollowYou' system.
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If You Need Help

Please ask staff in the Library if you need help using our services or if you can't find the items or information you need

Phone: 01509 618318

Email: Library@loucoll.ac.uk

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