Library & Learning Resources Centre Guide for Students

Library & LRC Loughborough College Radmoor Road Loughborough LE11 3BT

Tel: 01509 618318 (Library direct line)

E-mail: LibraryLRCStaff@loucoll.ac.uk

Opening Times

Monday–Thursday: 8.30am - 7.00pm
Friday: 8.30am - 4.30pm

Out of term time:
Monday–Thursday: 9.00am - 12.30pm
                 1.30pm - 5.00pm
Friday: 9.00am - 12.30pm
                 1.30pm - 4.30pm

We are here to support you. Please ask if you need any help.

Study Space

- Main Study areas: For quiet study
- Group Study Rooms: 2 rooms for group study, one with 5 computers
- Silent Study Room: Individual silent work with 4 computers
- Study Rooms: 3 individual study rooms. Please ask at the Information 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 switched off or on silent. Ask at the desk if you need to use your phone for work.

Library Catalogue

Go to the Library Catalogue page on Learnzone to access these resources:
- Search for resources in the Library catalogue
- Log in to check your library account, renew and reserve items online
- E-books collections – many popular text books are available in the Dawson collection
- Electronic resources – online materials to support course work
- Journals list – access to full text online journal, magazine and newspaper articles
- Links to induction and study information

The catalogue can be accessed both inside and outside college. You need your username and password to access some resources.

Borrowing

- <u>FE students</u>: **6** items

- <u>HE students</u>: **10** items

£££££ Fines are charged if items
are returned late

Borrowing times

- Most items can be borrowed for **3 weeks** and you can renew up to 4 times
- Short Loan items can be borrowed for **7 days** – these are in high demand and can't be renewed
- **Library use only** books, newspapers and journals can be used in the Library but not borrowed

Books already out on loan can be reserved. You can reserve books online by using the Library catalogue.

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

You are responsible for all items borrowed on your record. Please do not lend your card or Library items to anyone else. You need your student card to borrow or use items in the Library.

 Please ask Library staff for help if you can't find the items or information you need

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 computers including PCs, laptops, Macs
- Reserve a computer in advance at the Information Desk
- 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** A4 black and white, **15p** A4 colour per side
- **10p** A3 black and white, **30p** A3 colour per side
- Buy more print credits at the main Library desk