

Finding Resources

Learning to use the LRC effectively is an important part of your life at College. LRC staff are available to help you, but we hope that you will soon be able to find your own way around.

Try to become familiar with finding books on the catalogue and shelves as quickly as possible - there are posters and shelf guides to help you.

Books are shelved according to the Dewey classification system within broad subject areas.

The online catalogue lists everything held in Wiltshire College Learning Resource Centres. It can be accessed via Signpost or eStudy, together with the eBooks, databases and online journals.

Equipment Hire

If your course requires it, you can borrow equipment such as digital/video camera and mini laptops. You will need to complete and sign a Student Liability form, available from the LRC or Tim Evry (ILT Aide) at:
Tel: **01249 465235**
Email: tim.evry@wiltshire.ac.uk

LRC Staff

Staff are here to assist and support you in your studies, please do not hesitate to ask for help. If you have any suggestions or comments, please talk to one of the staff, or complete one of the Comments slips available in the LRC.

Tel: **01249 465263**
Email: LRC_CH@wiltshire.ac.uk

Who are we?

LRC Team Leader
Amanda Hooper

Chippenham LRC Staff
Santana Briggs
Sandra Cox
Judith Hamlyn
Pat Hammersley
Christine Mytton



Your guide to making the most of The Learning Resource Centre (LRC)

Opening Times

Monday	8.45 - 17.00
Tuesday	8.45 - 20.00
Wednesday	10.00 - 17.00
Thursday	8.45 - 20.00
Friday	8.45 - 16.30

Holiday hours vary but details are published in advance at www.wiltshire.ac.uk/learningresources



Joining the library

Your ID card entitles you to borrow up to 6 books, 8 for higher education students and use the PCs. **You must bring your ID card AT ALL TIMES.** Please tell us if you change your name, address or lose your card.

Borrowing

Most items can be borrowed for 3 weeks, if not, these are clearly labelled.

Items can be renewed twice, if they have not been reserved.

You may renew in person, by
Email LRC_CH@wiltshire.ac.uk, or
Phone 01249 465263

during opening hours.

Fines are charged on overdue and damaged items, so please ensure all items are returned or renewed by the date stamped inside.

PCs

There are over 40 networked computers which have access to the Internet, Microsoft Office and other software. All PCs are linked to colour and black & white printers. You can 'drop in' to use computers (using your ID card) or book in advance. Some PCs are attached to scanners. Memory card readers can be borrowed at the LRC desk. Memory sticks, CD-Rs, earphones and stationery can be purchased at the LRC desk.



Facilities

- Books on all subjects
- Dictionaries & Encyclopaedias
- Newspapers and magazines
- Careers Collection
- Online library catalogue, databases, journals and eBooks.
- Study spaces for individual and group work.
- Quiet study room for HE students
- Colour photocopier
- Scanners

Remember: You are responsible for everything issued on your card and are therefore advised NOT to borrow any material for other students.

Copyright

It is important you are aware of copyright law and how it affects you as a student. It is illegal to copy complete works, but the College has licences which allow you to copy small amounts of some material for educational purposes. You must follow the copyright guidelines displayed next to the photocopiers and acknowledge your source. If you are in doubt, please ask a member of staff for guidance.

The LRC Environment Creating a happy place for all

- Please keep noise to a minimum. If you are worried by others' behaviour please contact a member of staff.
- Please don't eat, drink or smoke
- Please turn mobile phones and pagers to silent and take calls outside the LRC
- Never leave personal possessions, or LRC material that you have had issued to you unattended anywhere in the college.
- Please take responsibility and care for all items borrowed.
- The use of DVDs and e-resources are for your personal educational purposes only.
- When using a computer always follow the ICT Acceptable Use Policy.

