

Finding Resources

All the resources in Lackham LRC are arranged by subject area using the Dewey Decimal Classification system and each book has a "class" number on the spine.

To find the resource you need, and the "class" or "shelf" mark, use the online Library Catalogue, Heritage, which is available on all PCs. You can search in many ways including by keyword, author, title or even publisher.

E-books can also be accessed using the Library Catalogue or the link on the Library web pages in Signpost or on your eStudy home page.

Please ask a member of staff if you are unsure.

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 comment slips available in the LRC

Telephone: **01249 466814**

Email: **LRC_LA@wiltshire.ac.uk**

Who are we?

Library Manager:
Janet Waters (Salisbury)

Lackham LRC Staff
Ursula Britton (Team Leader)
Caroline Stone (SLRA)
Gill Day (LRA)
Mike Fry (ILT Aide)



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

Equipment Hire

If your course requires it, you can borrow equipment such as digital/video cameras and mini laptops.

You will need to complete and sign a Student Liability form, available from the LRC or Email Mike Fry ILT Aide

Email: mike.fry@wiltshire.ac.uk 

Telephone: 01249 466814



Opening Times

Monday	8.45 - 20.00
Tuesday	8.45 - 17.00
Wednesday	8.45 - 20.00
Thursday	8.45 - 17.00
Friday	9.30 - 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 to 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_LA@wiltshire.ac.uk or

Phone: **01249 466814**

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.

Remember: You are responsible for everything issued on your card, you are advised NOT to borrow items for other students on your card.

PCs

There are 34 networked computers for personal study or group work.

All PCs are networked to a black and white printer which has limited free printing.

Should you require colour printing there is a small charge, please ask a member of staff.



Facilities

- Books on all subjects
- Magazines and DVDs
- Online library catalogue, databases, journals and e-books
- Careers area including prospectuses and job vacancies
- Study spaces for individual and group work
- Quiet study room for silent study
- Colour & black & white photocopier/printer
- Scanners and CD writers
- Comb binding and paper guillotine
- DVD and Video players for viewing
- ILT equipment including laptops

Please visit the LRC pages on Signpost and eStudy to access the catalogue, e-books, databases and online journals.

Do use the online catalogue in the LRC as this contains details of all the resources held at Wiltshire College including the other campuses.

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 don't eat, drink or smoke
- Please turn mobile phones and pagers to silent and take calls outside the LRC
- Please keep noise to a minimum and respect other users in the LRC
- If you are worried by other users' behaviour, please contact a member of staff immediately
- Never leave personal possessions, or LRC material that you have had issued to you unattended anywhere in the college.
- 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

