

Find Resources (colour coded) by subject:

Red: Computing, Business, Law, Economics, Accounting, Management and Marketing.

Blue: News & Media, Psychology, Sociology, Communication, Politics, Education, Languages, Literature, Geography, History.

Green: Environmental Science, Mathematics, Physics, Chemistry, Biology, Engineering, Motor Vehicle, Construction, Architecture.

Yellow: Travel & Tourism, Public Services, Health and Care, Child Care, Human Physiology, Beauty Therapy, Hairdressing, Counselling, Catering, Sport.

Purple: Art & Design, Graphics, Costume, Fashion, Photography, Film Studies, Performing Arts, Theatre.

Books can be found by subject colour then Dewey order — please check the catalogue.

Subject guides are available for specific subject areas — please help yourself.

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 Ross Poole (ILT Aide) at:

Tel: 01722 344210

Email: ross.poole@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: 01722 344325

Email: lrc_sa@wiltshire.ac.uk

Who are we?

Library Manager

Janet Waters

Salisbury LRC Staff

Sue Axford

Julie Dullaway

Helen Newell

Pam Penny

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



Opening Times

Monday	8.30 - 17.00
Tuesday	8.30 - 20.00
Wednesday	8.30 - 20.00
Thursday	8.30 - 18.30
Friday	10.00 - 16.00

**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_SA@wiltshire.ac.uk, or
Phone 01722 344325
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 22 networked computers (including 2 MACs) for personal study or group work.

All PCs are networked to a black and white printer, which is free.

Should you require colour printing, this can be done at the issue desk for a charge.



Facilities

- Books on all subjects
- Dictionaries, study guides and statistics
- Newspapers, magazines and DVDs
- Online library catalogue, databases, journals and e-books
- Study spaces for individual and group work
- Quiet study rooms for silent study
- Reading area
- Colour photocopier
- Scanner and CD writer are available

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

Please use the online catalogue just by the entrance 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.

