

Find Resources by subject:

The non-fiction books are arranged in subjects with a different 'class' number for each subject. There are 10 main classes:

- 000 Computing and General
- 100 Philosophy & Psychology
- 200 Religion
- 300 Social Sciences
- 400 Languages
- 500 Natural Sciences & Mathematics
- 600 Technology including Health
- 700 The Arts
- 800 Literature
- 900 Geography & History

Each of these classes is broken down into 10 more categories. For example:

- 300 Social Sciences
- 310 Statistics
- 320 Political Science etc.

The books are arranged in number order with the class number on the spine.

There is a computer catalogue of everything in each Wiltshire College Library. This can be found in the main entrance of the LRC and also at:

www.wiltshire.ac.uk/heritage.

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

Where are you?

The Learning Resource centre is on the top floor of Edington Building. It incorporates the Library, IT drop-in computer area and ILT Services. All are accessible by lift.

What do I do if what I need is not in the LRC?

Ask a member of staff. If an item is on loan you can reserve it. If we do not have it we may be able to get it from the British Library. Requests for books which are not held by Wiltshire College must be related to your course and be supported by your tutor.



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



Opening Times

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

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_TR@wiltshire.ac.uk, or
Phone 01225 756260

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 50 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 bought at the LRC desk. Memory sticks, CD-Rs, earphones and stationery can be purchased at the LRC desk.



Facilities

- Dictionaries, encyclopaedias, atlases, directories and statistics
- Newspapers and magazines for most subjects. Indexes help you find what magazine and newspaper articles have been published on your subject
- Books on all subjects including E-books
- Software and the Internet
- E-resources (eBooks, eJournals & databases)
- Careers information - books, DVDs, university prospectuses and leaflets on different careers
- Video and DVD viewing facilities
- Colour photocopiers
- Quiet study room
- ILT equipment to hire (see separate leaflet).

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.

