

Library Guide for Students

Opening Times

Term time:

Monday: 8.30am – 5.00pm

Tuesday–Thursday: 8.30am – 6.30pm

Friday: 8.30am – 5.00pm

Out of term time:

Monday–Friday: 8.30am – 5.00pm

Please check the Library website: library.loucoll.ac.uk for any changes to these opening times.

Coronavirus Update

The Library is open and we are working to support our users during this time. There are changes to our services to ensure safety. Please ask staff in the Library or contact us if you need help or support with Library resources.

Phone: 01509 618318

Email: Library@loucoll.ac.uk

Study Spaces

Individual study tables must be booked at the Library desk or by phone or email. Spaces are limited and can be booked up to one week in advance. Please remember to bring your own headphones.

Please do not eat or drink in any area. Drinking water is permitted in the study spaces, but not near computers.

Mobile phones should be on silent so that other users are not disturbed.

Please be considerate to other people studying while using the Library and help support an environment that is conducive to study.

Library Website

Access all library books, eBooks, journals and online information from the Library search engine **Discovery** on the Library website library.loucoll.ac.uk. To access Discovery's online resources outside of college you will need your username and password.

The Library website has a link to the **Library catalogue** where you can search for books. Here you can also log in, check your Library account, renew your books and reserve items.

Borrowing Books and Materials

At the moment only Library staff can access the Library shelves.

- Please visit the Library desk if you would like to borrow a book.
- You can request books by phoning or emailing the Library or by using the Library catalogue.
- If the item is out on loan you will be notified by your student email when it is ready to collect.
- When you return items to the library they will be placed in quarantine for 3 days before they go back on the shelves.

All students can borrow up to 10 items at any one time.

- Renew items with your online account, or contact us by phone or email. Please ask if you need help to use your library account to renew your books.
- Borrow most items for 2 weeks.
- Short loan items can be borrowed for 7 days and can also be renewed.
- 'Library use only' are books that can only be used in the Library.

You are responsible for the care of all the items that you borrow. **Please do not lend your card or library items to anyone else** as this could result in you being held financially responsible for the loss or damage of items.

You need your student card to borrow books or use equipment such as printers and other services in college, so keep it safe and wear it at all times.

Computers and Laptops

Your student number is your computer username. The college password portal reset tool can be used to set a password. If you forget your password it can also be used to re-set it inside and outside college. You can also bring your card to the Library desk to re-set it if you are in college.

Please visit the library desk if you need a computer or laptop when you are in the Library.

- Some computers have specialist software as well as the standard College software.
- Please see the Student e-Safety policy on LearnZone.

Printing, Photocopying and Scanning

- Print credit of £5 at the start of each term added to college card.
- **5p** per side for black and white printing.
- **16p** per side for colour printing.
- Scan your card on the printer to collect your printing on the 'FollowYou' system.

If You Need Help

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