

## Library Computers and Laptops

There are computers and laptops for students to use for college work in the Library. Some have special software available as well as standard college software. Please tell Library staff if you require special software when you make a booking.

### Check the screen message before logging on

**MyPC** **Advanced Bookings Only**  
PC 01

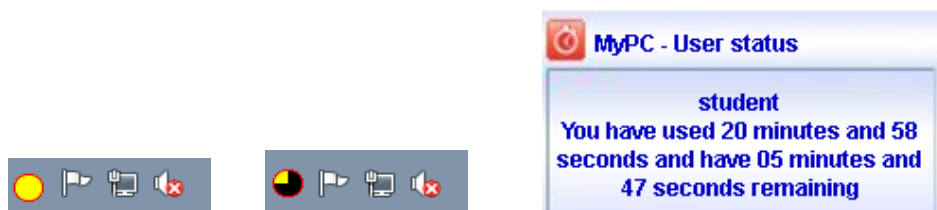
Book at the library desk with your student card to log in now or make a booking up to seven days in advance.

**MyPC** **Available**  
You may use this computer for up to **15** minutes

Available to log in for the session time shown on the screen.

### Check how much time is left on your session

Right click the yellow disk on the taskbar to show time used and time remaining. The yellow disk on the task bar goes black as the session time is used up.



A message will appear when there is 15, 8 and 3 minutes left on the session before the computer logs off automatically. Go to the Library desk with your student card if you want to extend your session to complete your work.

Computers shut down automatically after a short time period if not used. If your session times out you will not be able to log on again and you will need to ask Library staff to make another booking.

- Save your work frequently during your session.
- Download and save documents attached to an email before changing or printing.
- Log off when you have finished, to close your account.

### If You Need Help:

Phone: 01509 618318

Email: [Library@loucoll.ac.uk](mailto:Library@loucoll.ac.uk)