

## 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
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Check the Library website when making a special journey as any changes to these times will be posted here.

### If you need help

Ask Library staff if you need assistance to find items or information you require.

**Phone:** 01509 618318

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

**Library Website:** [Library.loucoll.ac.uk](http://Library.loucoll.ac.uk)

### The Library website

Access the Library website from your student dashboard or the college website. Here you can search for books and eBooks. Click on the **Library Catalogue** link to log in, check your library account, renew your books and request items.

**Discovery** is the Library's extensive online search engine where you can access everything the Library has to offer, including books, eBooks, eJournals and online information. Discovery can be found on the Library website. To access resources on Discovery outside college you will need to enter your college username and password.

### Library guides

If you need information about Library resources, go to the Library website 'Guides' section for help with:

- Searching for books
- Renew and request books
- Online resources
- eBooks
- Database list
- Using a computer

## Borrowing, renewing and requesting books

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

- Students can borrow up to 10 items at any one time
- Borrow items for 2 weeks
- Library use only books can only be used in the Library
- Renew your items when you log into your account or contact us by phone or email
- Renew items up to 6 times if there are no reservations on your loans

Books already out on loan can be requested when you log into your account. Items in high demand will be placed in a queue and you will be notified via your **student email** when an item you have requested is ready for collection

You are responsible for the care of all items borrowed. Do not lend your card or books to anyone else as this could result in your being held financially responsible for lost or damaged books.

Return your loans on time, as chasing overdue items incurs administration costs. You may be invoiced for replacements.

## Study spaces

Study areas have study tables, bookable computers and some plug points for your own devices. A silent study room with individual study tables and bookable computers is available for individual silent working.

There is a study room for HE students with study tables, plug points for your own devices and bookable computers.

## Computers and laptops

Computers and laptops are available for your college work. Book a computer in the Library up to seven days in advance. Some have specialist software such as Solid Works and CAD, as well as the standard college software.

- Your username for all Library resources is the student number on your college card, not your student email
- If you forget your password you can reset by going to **your.loucoll.ac.uk** or by visiting the Library
- Laptops cannot be taken out of the Library

## Printing, photocopying and scanning

Scan your student card on the printer to collect your printing from the 'FollowYou' system. Default settings for printing are black and white, on both sides of the paper. Check the settings on your computer and change as required before sending to print.

A print credit of £5 is added to your college card at the start of each term. Buy top-up print credits through Wisepay on your college dashboard. Printing costs:-

- 3p per side for black and white printing
- 15p per side for colour printing

**Please do not eat in any area.** Drinks are permitted in the study spaces, but not near the 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.