

## **Library Guide**

### **Computers and Laptops**

---

The library provides self-service laptops for students to use for college work anywhere on campus. Additionally, a limited number of network PCs are available.

The PCs in the HE study area come equipped with specialised software, in addition to the standard college software.

You can access the self-service laptop machine anytime during the college's opening hours. If it's your first time borrowing a laptop, you'll need to register. To do this, scan your card and follow the on-screen instructions. Registration requires scanning a QR card. If you don't have your own mobile device, please ask at the Library desk. Avoid using another student's mobile device for registration, as this could lead to incorrect details being registered under your name.

Once you've successfully registered, scan your card again and follow the on-screen instructions. While laptops can be used anywhere on campus, they cannot be taken offsite. Laptops can be borrowed for up to 6 hours, this allows the laptops to have enough charge to be used. If you require one for a full day you will need to return it at lunch and take out a new one for the afternoon.

Please ensure that you return your laptop to the self-service machine, fully plug in the charger cable and shut the locker door. These steps are crucial to register that your laptop has been returned.

#### **If You Need Help:**

Phone: 01509 618318

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