

# LIBRARY RESOURCES GUIDE

## AN INTRODUCTION TO NEW COLLEGE LIBRARY

---

**If you need any advice on access to library materials or have any other requirements, please contact a member of the library staff.**

The library is situated on the ground floor by the main reception on the Queens Drive site.

---

## **OPENING TIMES**

### **Term time:**

Monday	8.15 am - 6.30 pm
Tuesday	8.15 am - 6.30 pm
Wednesday	8.15 am - 6.30 pm
Thursday	8.15 am - 6.30 pm
Friday	8.15 am - 4.30 pm

### **Holidays:**

The library is usually open between 8.30 am - 1 pm from Monday – Friday, please check before visiting. Some services may not be available. It is advisable to check whether IT services are available.

**Telephone:** (01793) 611470 Ext 298 or 01793 732898

**E-mail:** [library.staff@newcollege.ac.uk](mailto:library.staff@newcollege.ac.uk)

---

## **REGISTERING**

All New College students and staff may use the library. Part-time students need to show proof of enrolment and complete a membership card to register - at which point a library card will be issued. Full-time students receive a student ID card at enrolment.

The information on the membership card will be processed, and may be kept for up to 5 years. Please inform library staff of any changes in details.

A charge will be made for replacement cards, which are available from reception.

## **BORROWING PROCEDURES**

A student ID card/library card must be shown at the library counter before items can be borrowed. Students are entitled to borrow up to 4 books at a time. Higher Education students can borrow up to 10 books and students on Access courses are entitled to take up to 4 books at a time.

The normal loan period for books is 3 weeks. Some items are lent for shorter periods or are for use in the library only. Renewals can be requested at the library counter, by telephone, or by e-mail, as long as they have not been requested by another borrower. Overdue notices will be sent for items not returned or renewed by the due date. Invoices will be sent for unreturned, lost or damaged items. This will include an administration charge. There is a book return box available outside the library for the return of items when the library is closed.

## **PHOTOCOPYING**

There is a coin operated photocopier which does A4 and A3 copies in either black/white or colour. Please see the library notices for current prices.

## **STATIONERY FOR SALE**

There are a number of items of stationery on sale in the library, including pens, pencils, paper etc. Please see the library notices for up to date information and prices.

## **ACCESSIBILITY AND INCLUSIVITY**

The Learning Resources Team is committed to providing equal access to its services and collections to all students and staff. Equipment available for use in the library include a height adjustable table, reading rulers, headphones and a foot rest. Please see the library staff for a full list or to make suggestions.

## **STOCK AND SERVICES**

**Loan material:** This includes books, back copies of periodicals, careers videos, CDs and DVDs. The non-fiction is arranged according to the Dewey Decimal classification scheme. Fiction is arranged alphabetically by author. CDs and cassettes are displayed on the carousel.

**Videos and DVDs:** Videos and DVDs are shelved in with the main sequence of books. Some items are for loan, and some are for viewing in the library only and are labelled reference only. A booking system operates for the TV/video/DVD player in the library. You can watch other videos/DVDs in the library as long as they are for college work.

**Periodicals:** These are also known as journals and magazines. The library subscribes to over 100 titles. Back issues may be borrowed as a short loan.

**Quick reference material:** This includes atlases, dictionaries, encyclopaedias, indexes, statistics and telephone directories. These are shelved together on the reference shelves and can be identified by red spine labels. These items are not for loan. Reference copies of key course books are shelved in the main sequence of books.

**Computers:** There are 10 networked PCs in the library. These are to be used for college work and do not need to be booked. There is a black/white printer in the library and the PCs are also attached to the colour printer in the Open Learning Centre. Please ask if you need any help.

**Moodle:** The library subscribes to a wide range of electronic resources to help you with your studies. Please follow the 'library resources' link from the front page of Moodle for links to electronic resources and information on library services. In order to access some of the resources you will need an Athens account. Please see the library staff or the library pages on Moodle.

**Newspapers:** The library subscribes to a range of daily and Sunday newspapers. Back copies are kept for approximately 3 months and are available for short loan.

**Careers:** The careers library contains information about different occupations, job seeking, higher education and funding. It includes a collection of prospectuses for universities and colleges along with information on open days.

**Catalogues:** The library catalogue is available via Moodle. The library catalogue is also accessible within college at <http://web/libport/>, through the 'library search'.



**Reservations:** If an item is not in stock the library staff can reserve it for you. If New College Library does not hold the item it may be available through inter-library loans if it relates to your college work. We ask that you request up to a maximum of 3 items at a time and provide as much detail as possible on the forms provided. Please remember to leave a minimum of 2 weeks for us to obtain the item.

### **Other Services Provided by the Learning Resources Team elsewhere in New College:**

**Open Learning Centre:** There are 32 open access computers linked to a colour printer available with staff on hand to help with any enquiries. There is a scanner available. Computers may be booked, subject to availability. The Open Learning Centre is above the library.

**The Reprographics Department:** This is situated on the ground floor in room G04. Photocopying and binding are available for a small charge. There are also various items of stationery, including a wide selection of paper.

**Audio-Visual Aids (AVA):** This comes under the control of the technician who is based in G64 and consists of providing equipment to support courses, maintaining the TV and radio studios and offering expert advice. The studio (G62) provides an opportunity for students to broadcast to the refectory. The TV studio (G62) can be used to practice interviewing and presentation techniques.



# WHAT WE EXPECT FROM YOU

## BEHAVIOUR

The library is a place for study and learning for all staff and students.

### **We ask that you:**

**RESPECT** the needs of other library users and treat students and staff with respect and courtesy. We try to make the library a non- threatening environment for everyone and we do not tolerate sexism, racism, homophobia, or otherwise offensive behaviour.

**RESPECT** the silence in the silent study room.

Carry your student ID/library card with you at all times and present it to staff upon request. Do not let anyone else borrow it; you are responsible for all items borrowed on your card. All items to be borrowed must be issued to your card at the library counter.

Take care of any items used in the library or loaned out to you.

Return items by the due date or request a renewal if they are still required.

**DO NOT** eat or drink in the library, this includes sweets and bottled water.

Leave the library clean and tidy, treat furniture and fittings with respect, use the litter bins provided and report problems with equipment to the library staff.

Look after your personal property – we are not responsible for items left unattended.

Use the computers and resources for college work only. You are expected to respect the Student and Staff Acceptable Use Policies.

Keep mobile phones switched off in the library.

**DO NOT** play music audibly.

Leave the library promptly at closing time.

Those who do not comply with this code of conduct will be asked to leave the library and may be subject to further disciplinary measures.

---

## **LIBRARY STAFF**

**Jean Hillier BA (Hons) MCLIP**

(Learning Resources Manager)

**Lee Hancock MA (Hons) MSc**

(E-Librarian)

**Elizabeth Lea BA (Hons) MSc (Econ)**

(Assistant Librarian)

**Joanna Walters**

(Learning Resources Assistant)

**Telephone:** (01793) 611470 Ext 298 or 01793 732898.

**E-mail:** [library.staff@newcollege.ac.uk](mailto:library.staff@newcollege.ac.uk)

**Remember:** the library staff are here to help you.

Do not hesitate to ask for any help you need.



