- Users are not allowed to play computer games.
- Mobile phones should be switched off and not used.
- Personal items should not be left unattended. The staff cannot be held responsible for any loss.
- All litter should be put in the bins.
- Please do not chew chewing gum.
- The OLC and library stock is protected by a security system. Do not remove any items from the library or OLC that have not been issued out to you. If the alarm sounds please return to the counter.

Staff reserve the right to exclude from all the learning resources facilities anyone who contravenes these regulations or whose behaviour is deemed inappropriate.

ITEMS AVAILABLE FOR PURCHASE

- Floppy Disks
- ECDL Manuals and accompanying files*
- CLAIT Manuals and accompanying files *
- Colour printing
- CD-RWs
- USB Pendrives

*Course material only available if enrolled on course

If you have any comments or suggestions regarding the OLC please use the Feedback forms provided or e-mail Dimple.Francis-Cox@newcollege.ac.uk

OLC STAFF INCLUDE:

Christine Dixon	IT Skills Manager
Sharon Lips	Course Coordinator
Hilda Taylor	Flexible Learning Senior Administration

The OLC staff are here to help you, do not hesitate to ask for any help you need it.

New College Swindon

www.newcollege.ac.uk

New College Drive, Swindon, SN3 1AH
01793 732 882

OPEN LEARNING CENTRE

An Introduction to New College **Open Learning Centre**

New College Swindon

OPENING TIMES

TERM TIME

Monday	**9.00 am - 8.30 pm**
Tuesday	**9.00 am - 8.30 pm**
Wednesday	**9.00 am - 8.30 pm**
Thursday	**9.00 am - 5.00 pm**
Friday	**9.00 am - 4.30 pm**

HOLIDAYS

During the holidays the Open Learning Centre (OLC) is closed. If you wish to use computers there are 10 located in the library. It is advisable to check availability before visiting on **732898**.

WHY ARE WE HERE?

The OLC operates as a drop-in centre for full-time students to use computers when not in lessons. Teachers can book F20 via Geoff Tuck. We also provide open learning for flexible learners to study ECDL, CLAIT courses and Computing for Beginners.

LOGINS AND PASSWORDS

- Computer logins and passwords are available from tutors. If there is a problem with your login please speak to an IT Technician located in the IT office F58.
- Flexible learning students can obtain their personal computer logins and passwords from the OLC staff.
- Logins give access to your personal area, this includes Internet access, the student portal, your personal documents and your personal area where you can save your work.
- Always remember to log off your computer before leaving the OLC.
- Please ensure you save your work regularly. Should you need to lock your computer in order to take a short break, please let the OLC staff know.
- Always back up your work as well as saving to your 'My Documents' area.

DO NOT GIVE YOUR LOGIN PASSWORD TO ANYONE!

LOGIN SHEETS

- The OLC operates efficiently by using a login sheet system. When you arrive in the OLC please check the login sheet for the availability of the computers. If a machine is available write your name for the machine and how long you want it for.
- If you are not signed in using these sheets, you may be asked to leave.
- You can make advanced bookings for computers through the OLC staff. If, however, you are unable to keep the booking please inform OLC staff.
- If you do not arrive for your booking it is cancelled within 15 minutes.
- Flexible learning students please book your computers through an OLC staff member.

EQUIPMENT

The OLC has a variety of equipment including the following:

- 52 Networked computers
- 1 computer screen magnifier
- Document Stands
- Adjustable computing chairs
- 2 computers attached to scanners
- Digital Cameras (non-return will result in payment for items)
- Coloured transparent sheets to aid users with dyslexia
- Black and white printing and colour printing
- Wrist rests and foot rests
- Height adjustable desks
- 19 inch computer monitor

Please ask a member of staff if you need any assistance with the above items.

OTHER SERVICES

The Reprographics Department 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, such as computer disks, paper, plastic wallets, acetates and ring binders for sale.

The Library is situated on the ground floor in room G17. All New College students are entitled to borrow items from the library upon proof that they are enrolled on a New College course. There are also 10 computers and printing facilities located in the Library.

Audio-Visual Aids (AVA) 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 and can be used to practice interviewing and presentation techniques.

USER BEHAVIOUR

We try to make the OLC, and the College, a non-threatening environment for everyone regardless of their ethnicity, gender, sexuality, religion etc; and because of this we do not tolerate open displays of sexism, racism, homophobia, or otherwise offensive behaviour.

- The OLC is open to all students who wish to use it, but you are asked to respect the needs of other students.
- Food is not allowed.
- Drinks are not allowed, any open drinks must be disposed of before entering.