A
STUDENTS
GUIDE TO THE
LEARNING RESOURCE
CENTRE

REDCAR &
CLEVELAND
COLLEGE

The Learning Resource Centre is fully computerised. Your Student Badge is your library ticket

The LRC staff are here to help you.
The number one rule is to ASK.

How do I borrow books?
Approach the LRC desk with your student ID card, if you are not on our system you will be asked for certain details. You then become a member of the LRC for one year or the duration of your course if this is less/ longer.

How many books may I borrow?
The number of books depends on your course. The minimum is FOUR, maximum FIFTEEN.

How long may I keep them?
Most books are issued for FOUR weeks (standard). Books considered to be in high demand ONE WEEK ONLY. Reference books and DVD's may NOT be borrowed.

Can I renew books?
Standard loan books can be renewed once as long as they are not overdue or reserved for other users. Week only loans cannot be renewed.

Can I reserve books?
Yes at the Help Desk. You will be notified when it becomes available. This can also be done on Heritage OPAC on line within the college. On web page enter reader code (student number) your PIN number which will be issued by LRC staff on request.

What happens if I don't bring my books back?
Out of consideration for other users we do expect books to be returned **on or before** the due date stamped inside the book. The standard charge for overdue books is 25p per item per day, 50p per day on weekly loans.
This does not include weekends or holidays. You will not be able to loan other books until overdue books are returned. Your computer rights may also be withdrawn.
If not returned on time you will receive an overdue letter, failure to respond will result in further action.

How do I use the computers?
You will need to approach the LRC desk to book a computer.
You will be instructed about your login, password and printing by a
staff member. Computer's can be used for a maximum of 2 hours
which may be extended if not in high demand.

Will I be able to use the Internet?
Yes. The LRC has an I.T. Code of Conduct which must be observed,
it is a breach of college regulations (and therefore a disciplinary of-
fence) to access unsuitable material. Do not download any pro-
grammes, social networks or games.

Can I use e-mail?
Only to retrieve or send coursework to yourself or your tutor, please
use Google, Hotmail, Gmail, Yahoo, Outlook.

Netbook use?
Netbooks are for use within the rest of the college (except
construction workshops or hair/beauty salons). You will be issued a
netbook using your student badge which will be retained by the LRC
and returned when Netbook is returned (max of 2hrs) Netbooks will
not be issued on a day pass or without a student badge. Net-
books are not allowed outside of the college. You will be asked to
read and sign a Netbook Borrowing Agreement.

Will I get help with my research?
Any member of staff will always be willing to help you. Most students
receive an induction into the LRC at the start of their course, but this
does not prevent you from asking for individual help at anytime.

Non Conformance
Any instances of unacceptable behaviour will be dealt with ,
Which will result in suspension of borrowing/computer facilities.

Library Services
Laminating, binding and stationary are available, for prices please
ask a member of staff.

Finally what you can do for us

- Please do not bring food into the LRC . Drinks in **bottles** only
- Out of consideration to other users this is a **quiet** study area. You will be asked to leave and not return for the remainder of the day if this is not adhered to.
- Switch your mobile to **silent** before entering.
- Please leave the LRC to make or receive calls.
- No chewing gum, moving furniture or travelling around the LRC on computer chairs.

Staff

LRC Manager   Alys Tregear

LRC Assistants   Julie Doy, Lois Vickers, Colleen Young,

LRC MA   Emma Lynas

IT Support   Peter Jemmerson

E-mail   swtlrc@cleveland.ac.uk

Contact no.   01642 777174

Opening Hours: Sir William Turner LRC

Monday	8:30 am	-	5.00 pm
Tuesday	8:30 am	-	8.00 pm
Wednesday	8:30 am	-	5.00 pm
Thursday	8:30 am	-	8.00 pm
Friday	8:30 am	-	4.30 pm

During Holidays

The Sir William Turner Learning Resource Centre is open from

Monday/Thursday	9.00 am	-	5.00 pm
Friday	9.00 am	-	4.30 pm

(with the exception of Bank Holidays and Christmas).

Closed for lunch during holidays   12.30pm — 1.30pm