

The LRC Guide for Students



Learning Resource Centre



A place to study

The LRC has a variety of seating areas to cater for all your study needs. So whether you like to work silently on your own, prefer to work with a friend or need to work in a small group, we can accommodate you. If the LRC is busy you can find alternative study areas in the StudyZone and Triangle, as well as numerous study spaces in the curriculum departments around college.

LRC opening times are displayed at the door.



Borrowing

You may borrow up to eight items at a time and the loan period is normally four weeks, although some popular items are offered on a short loan of seven days. Items can usually be renewed twice, either in person, over the phone or by logging onto your Heritage Online account.

You will need wear your student ID at all times and present it to staff for every LRC transaction. Make sure you bring your books back on time, as there is an overdue fine of 5p per day per book (50p a day for DVDs and short loan items). When the LRC is closed, books can be left at Main Reception.

We welcome suggestions for new resources, so just pop your requests in the LRC suggestion boxes or online via the link on our Moodle page. All new items are promoted on our door displays.



Reservations

You may reserve up to two items at a time. You can do this either in person at the main LRC counter or independently by logging onto your Heritage Online account.

Please refer to the LRC's leaflet 'A Guide to Heritage' available in the LRC, via Moodle or ask a member of the LRC staff.



Magazines

Current copies of our magazines and newspapers can be found in the display racks in the LRC. We subscribe to a wide range of magazines offering up-to-date information on general and specialist topics. We also have a growing selection of e-magazines that you can read online or download to your own device to read offline later on. See a member of the LRC team for details.



Audio-visual Materials

We have an ever-changing and very current collection of DVDs and Blu-rays, which are FREE to borrow one at a time. The loan period is one week, but do keep your eye on the return date as there is a 50p per day fine for late returns.

You can find a list of current titles on the LRC pages of Moodle.



LRC Laptops

To enable you to complete college work at home you can loan a laptop from the LRC for an initial period of 10 days. At times of low demand, you will be able to extend your laptop loan.

Ask a member of the LRC team for details



Using Computers

Whether you need to check your emails, print out or scan a document or get down to working on that assignment, you'll find plenty of PCs you can work on in the LRC including two height-adjustable workstations.

You can use any computer that is not being used - just check on the screen that there is enough time available and log on. We operate a one person per PC policy in the LRC. If you do need to work with a friend then there are other areas around college where you can do this. Ask at the Information Desk for more details.

We operate an automated LRC PC booking system called MyPC. This allows you to book a PC session up to a week in advance from anywhere with internet access, including our booking kiosks in the LRC. Ask a member of the LRC team to show you how. You will need to claim your PC within 10 minutes of the start of your booking or it will be released back out for general use. Also be aware that you will be automatically logged off if the PC is untouched for more than 10 minutes, and you could lose your work.

As well as your course materials on Moodle, you will also be able to access our wide range of online resources* to support you in your studies including periodicals, newspapers, academic journals, access to academic databases, e-books and the internet.

The LRC PCs are provided to support your academic studies and we would ask that you don't use them for activities such as playing games and social networking.

* Please refer to the LRC's 'A Guide to Online Information'.

Printing and Binding

The LRC has a black and white (mono) printer/photocopier/scanner. Colour copies are available from the device located in Student Services. Once you have sent your document to 'print' you have 24 hours to log-on to any printer in college to collect it. If you do need a colour print make sure you have changed the settings before you click 'print'. If you need any assistance with printing, photocopying or scanning your documents, please ask a member of the LRC staff.

The LRC Information Desk is also the place to come if you need to top up your printer credit account.

To help you present your work to the best effect we have ring-binding and laminating machines and a guillotine. The LRC shop sells all the materials you will need to laminate, bind and cover your work



LRC Stationery Shop

The LRC shop sells a wide variety of stationery items to support your studies, including; writing paper, pens, pencils, maths equipment, revision aids, calculators and USB pen drives. We sell competitively priced files, dividers and plastic wallets to help you to organise your work.



User Agreement

We believe that everyone using the LRC should find it a positive and enjoyable experience. To help us achieve this please:

- Wear your Student ID card at all times whilst in college.
- Treat LRC users and staff with courtesy and respect.
- Ensure noise levels are kept at an acceptable level.
- Only consume small snacks and bottled water in the LRC.
Eating and drinking is not permitted when working on PCs.
- Treat all LRC equipment and materials with care.
- Return all borrowed items on time.
- Pay any fines and replacement costs promptly.
- Ensure mobile phones are on silent and use them discreetly.