



anguscollege library

The College Library and the associated Learning Technology Suite are situated on two floors of the Community Access and Learning Centre (CALC) building. The Ground Floor contains the traditional style Library, where the book stock is held, as well as a suite of 18 computer terminals with full Internet access and the Microsoft Office software. There are also just over 50 study places arranged in an individual and small group basis.

On the First Floor you will find our Learning Technology Suite with further study places, again both individual and group, formal and informal. There are also over 100 computer terminals in this suite, a mixture of desktops and wireless laptops, many of them offering more specialised software and facilities. For full details of our Technology Suite, see the Learning Technology Suite leaflet.

Full details of our Library services are given below.

Virtual Library

All our Library information is available through our Virtual Library. You link to it from the front pages of both the **Staff** and **Student Intranets** so you can access it from anywhere, in or out of the Library. In our Virtual Library you'll find our catalogue and the catalogue for all Angus Council Libraries. You'll find help and advice on all aspects of your study, a wide range of online resources covering the College curriculum and a varied selection of recommended websites specially selected to support your particular field of study.

Opening Hours

Monday – Friday 0845 – 1700

During College holidays these times might be slightly restricted – revised times will be posted in the Library in advance.

Membership

All students and staff in the College are entitled to become full Library members. For students this means bringing your ID card into the Library for registration and, from then on, bringing it whenever you want to borrow anything.

For staff, simply contact the Library and we'll arrange membership for you.

Finding what you need

All Library stock is catalogued and indexed on the Enquiry Terminal in the Library and Library staff will be happy to show you how to use it. You can also access our **Catalogue** through the **Virtual Library** on the **Student Intranet** pages.

Of course, you can approach the staff for help at any time and they will also accept telephone or email queries regarding stock. (library@angus.ac.uk)

Borrowing

Students can borrow up to 5 items and the usual loan period is two weeks. On occasion, the loan period may be shorter when a tutor has asked for a restriction on a particular book. The Library staff will point out any restrictions on a loan to you at the Issue Desk.

There is no restriction on the number of items staff can borrow but, obviously, we ask that common sense prevails.

Interlibrary loans

If we don't have the book you want we can order it for you through the National Inter Library Loans Scheme. Just ask for details.

Renewing loans

You can renew your loans in person at the Library Issue Desk or by phone (**01241 432717** (internal extension **2717**) during our normal opening hours. A maximum of three renewals is usual.

Reservations

If the book you want is actually in our stock but is out on loan you can have it reserved for you. Tell us what you want and we'll send you a note when the book is available.

Suggesting a book for stock

If you want to suggest that the Library buys a particular book to help you with your course please tell the Library staff.

Computers

The Ground Floor Library has 18 computers which are available on a first come, first served basis, although if you have a specific time slot in mind some can be pre booked. **Please note:** the Library computers are for educational use only and the playing of games and the use of chatrooms etc is not allowed.

Upstairs, in the Learning Technology Suite, there are a further 100 terminals which must be booked in advance – contact Ext **2627**.

Assistive Technology

A selection of aids is available, on either short or long term loan – you'll need to agree these with one of the Student Development tutors:

Wrist wrists

Special mice

Voice recorders

Spell checkers

Adapted keyboards

Screen magnifier

MP3 players

Memory keyboards

Note: Students **must** present a valid student ID card and have the agreement of a Student Development tutor before any of these items will be issued.

Photocopying and printing

The Library photocopier, which also serves as the printer for the computers, is available to students and staff. The current fee is 5p per photocopy. Please bear in mind that there are some copyright restrictions on photocopying – the regulations are displayed by the copier.

Printing must be paid for so, please do be careful when printing. Ask for guidance if you're in any doubt or refer to the detailed advice in the **Helpsheets** section of the **Virtual Library**.

Publications

A selection of **Helpsheets** is available to help you with all aspects of your studies. Look on the **Virtual Library** under **Helpsheets** or ask at the Library Issue Desk.

Production services

Need overhead projector slides or Powerpoints made up? Or booklets, posters, pamphlets – you ask, we can help!

A Braille printer is available and we can produce material in Braille provided we receive it on disk in an acceptable form. Ask for details.

Study Skills

The Library holds a wide selection of material giving advice and tips on good study habits and practices. Of particular interest might be a set of short self study units on different aspects of study which we will supply free of charge. Ask to see the

Learning Skills Resource Bank.

Or go to the **Study Skills** pages in the **Online Information** section of the **Virtual Library**.

Careers

The College maintains a Careers information and advice collection which is available through the Student Services team in the Isla Building. Contact Brenda Flynn, the Students Services Assistant, who is based in the Isla Building.

Audio visual

The following items are available for overnight loan:

Tape recorders	Digital still cameras	Digital video camera
35mm cameras	Slide projectors	Overhead projector (portable)
Laptop computer	Portable screen	

Note: Students **must** present a valid student ID card before any of these items will be issued. Any individual bookings will be subject to availability – class bookings take priority.

Stationery

The Library has a wide selection of stationery and other items for sale at competitive prices. Everything from paper and pencils, to calculators, CDs, digital cassettes and memory sticks. Current price lists are available in the Library and in the **Services** section of the **Virtual Library**.

Support for Learning

If you feel you are having difficulties with any aspects of your course – whatever the level of these difficulties – you are entitled to help and support through our Student Development programme. Here, tutors will help you on an individual or small group basis as appropriate. And remember, any contact you have with the Student Development staff is always in confidence.

If you feel you would benefit from any extra help you should contact Brenda Flynn, the Students Services Assistant. Alternatively, your own Course Tutor can make this first contact for you if you would prefer.

Suggestions

If you have any suggestions as to services you would like from the Library or recommendations as to how we could improve our service we'll be glad to hear from you. You can comment by filling in a form in the Library. All comments will be considered and where a reply is appropriate we'll either post it on a notice board in the Library (beside the photocopier) or respond on the Intranet.

Contacts

Your Library contacts are:

Library Manager – Charlie Rosie

Library Administrator – Cara Milne

Library Assistant – Lauren Hamilton

The Library telephone number is **(01241) 432717** (internal ext **2717**) and the e-mail address is library@angus.ac.uk

And what do we ask of you?

We do ask that you return your loans on time – we do fine late returns! And we ask that you respect the right of other library users to a reasonably quiet study environment.

OUR LIBRARY IS A PLACE FOR WORK AND STUDY

Please don't suffer in silence – tell us about issues affecting your study when in the Library

and

Please use the Canteens for food and drink, not the Library

Please use the Common Rooms and Pods for lively conversation, not the Library

Please keep your overalls and workboots for your workplaces

Please make sure your phone is switched off in the Library

Please use our computers for EDUCATIONAL PURPOSES ONLY, not to access games, chatrooms, Bebo and the like