

# Your Library Service



The College Library is situated on the ground floor of the CALC building. Here you'll find a traditional style Library providing an area for work and study. The Library is home to a suite of 18 computers, just over 40 study places arranged in an individual and small group basis and, of course, our book stock.

The service is here to help you with your research and study, whatever your course.

Full details of our Library services are given below.

## **Opening Hours**

Monday – Friday            8.30am – 5.00pm

The Library is usually open during College holidays (except the Christmas holidays) when opening 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.

## **Borrowing**

Students can borrow up to 5 items and the standard loan period is two weeks. We ask that you return your loans on time - we do fine late returns!

On occasion, the loan period may be shorter when a lecturer 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.

### **Renewing loans**

You can renew your loans in person at the Library Issue Desk, by email ([library@angus.ac.uk](mailto:library@angus.ac.uk)) or by phone (01241) 432717. A maximum of two renewals is usual.

### **Overdue loans**

We have a three letter overdue reminder system in place. If you receive a second reminder about an overdue loan you won't be able to renew it. This is to make sure there is fair access to books for all students.

### **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.

### **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.

### **Suggesting a book for stock**

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

### **Finding what you need**

All our Library information is available through our online Virtual Library (VL). You link to the VL 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 links to our library catalogue and the catalogue for all Angus Council Libraries.

### **Finding Books and Resources**

All our Library stock is catalogued and indexed and you can access our library catalogue via the Virtual Library (it's the first link on screen). Of course, you can approach the staff for help at any time with the library catalogue and they will also accept telephone or email queries regarding stock. ([library@angus.ac.uk](mailto:library@angus.ac.uk))

### **E books**

The Library collection also includes almost 3,000 e books – the full text of books covering a range of subjects which you can read online. They are catalogued just like any other book through the library catalogue or you can access them directly by clicking on the **ebrary** link on the Virtual Library.

### **Help and Support**

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.

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

### **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.

### **Computer Help**

Typing up a report? Producing a PowerPoint slide show? Need some help? We can help – or at least, we know someone who can!

### **Computers**

The Ground Floor Library has 18 computers which are available on a first come, first served basis.

**Please note:** the Library computers are for educational use only and the playing of games and the use of social networking sites etc is not allowed.

Upstairs, in the Learning Technology Suite, there are a further 100 terminals which must be booked in advance.

### **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/Publications section of the Virtual Library.

### **Audio visual**

The following items are available for overnight loan:

Digital cameras                      Overhead projector (portable)                      Portable screen  
Laptop computer

**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.

### **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 from the College’s Student Services team . Here, tutors will help you on an individual or small group basis as appropriate. And remember, any contact you have with the Student Services staff is always in confidence.

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

#### **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 Services tutors:

Wrist rests                      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 Services tutor before any of these items will be issued. These items are issued on a month-by-month basis.

### **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 and memory sticks. Current price lists are available in the Library and in the Library Information section of the Virtual Library.

### **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 send us your comments by email (see below), via your tutor, via your class rep or by speaking to us at the Issue Desk. All comments will be considered!

### **Contacts**

Your Library contacts are:

Library Officer – Cara Milne

Library Administrator – Lauren Hamilton

The Library telephone number is (01241) 432717 and the e-mail address is [library@angus.ac.uk](mailto:library@angus.ac.uk)

### **How you can help us**

Our library is a place for work and study. To help us maintain the right environment for this to happen please keep the following points in mind when visiting the Library:

- Please don't suffer in silence – tell us about issues affecting your study when in the Library
- Please return your loans on time
- 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, social networking sites etc

Thank you.

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