



Dundee
College

raising ambition, realising success

www.dundeecollege.ac.uk

Who can use the Library and Learning Centre?

Anyone who is enrolled on any course offered by Dundee College can use our facilities. Limited access is also available in the Libraries for the general public.

When are we open?

Our core opening hours are between 8.45 and 16.45 Monday to Friday, with many of the sites also opening in the evenings. Please check with your local site or the web pages before you visit.

Where can you find us?

We have six Libraries and Learning Centres spread through out the campuses. There are libraries and learning centres at all of the campuses, except Graham Street where you can get PC access in the Library.

What services do we offer?

Each campus Library and Learning Centre provides a range of resources to support the courses offered at that particular site, as well as other materials. (Items you may wish to borrow will only be issued through the Library desk.) We have available Books, Audio Cassettes, DVDs, Videos, Talking Books, Magazines and Journals, Online Databases and the Virtual Library.

Journals, Magazines and Newspapers

Each campus library stocks a variety of newspapers and journals. Current issues are for reference only but back copies can be issued to your record. We also have a new range of general interest magazine which are again, only for use in the library. A list of the journals we hold is available online via the library catalogue and WebPages.

What if I want to learn more about using a computer?

Many of our IT courses are specifically aimed at those with basic (or none at all!) IT skills, who want to learn more about using a computer and software. Many of these courses can be completed without having to attend classes.

Open Learning Courses

Open Learning offers a wide variety of courses designed to give you the choice of working where you want, when you want and at a pace that suits you. Our courses cover a wide range of subject areas, including:

- Accounting, Administration, Business and Information Technology
- General Arts, Sciences, Languages, Mathematics and Social Sciences
- Social, Health and Child Care
- Highers and Intermediate Programmes

Subject tutors are allocated to each course and have weekly consultation times to allow students to contact them for guidance and advice. For further advice regarding any of our courses, please ask at Learning Centre Reception.

You will need you username and password details to access the PCs. Please have them with you at all times.

PC and Internet Access

You can get access to 150 PCs across the five campuses. Each PC will give you free access to the Internet and MS Office. We also provide printing facilities free of charge. However, we do ask that this facility is used responsibly.

What if I need help when using a computer?

Each centre is administered by an Open Learning staff member. They can assist you with queries relating to IT support, Open Learning courses or general college enquiries – just ask us!

Are there any rules regarding behaviour and conduct in the Learning Centre?

Whilst you are in the Learning Centres we would ask you to observe various rules. These rules benefit everyone by ensuring a quiet, relaxed place to study.

- Computers should be used for course work only.
- Mobile phones should be switched to silent and calls taken outside the Library.
- There should be no downloading.
- Hot food should not be consumed in the Centres and we ask that you dispose of your rubbish in the bins provided.
- A maximum of two people are allowed on a machine at one time.
- Noise levels should be kept to a minimum.

Students who break any of these rules may be asked to leave the Learning Centre and their username may be locked.

Stationery and Photocopying

Each campus has facilities for black and white copying. Photocopy cards are on sale in the libraries and are priced as follows: £1 for 15 copies, £3 for 50 copies and £5 for 100 copies. Individual copies may also be made at 10p per copy.

A wide range of stationery and disks are also available from the libraries. Please see the signs for details

Fines

It is College policy to charge fines for overdue items. This is set at 10p per item per day to a maximum of £2 per item. Borrowers will be charged the full cost of any items overdue for more than 4 weeks.

Conduct

We hope everyone will enjoy using the College Library and Learning Centre. To ensure that this takes place, please consider other users by:

- Keeping noise levels to a minimum
- Switching mobile phones to silent
- Not eating hot food

The Learning Curve

Want to improve your study skills:

- Reading, writing and spelling?
- Maths and number work?
- Essay and report writing?
- Coping with course work?

Go to the Students Advice Centre and ask for an application form.

How to Join the Library

If you wish to join the Library and receive a username and password to get access to the PCs, you should:

1. Complete a Library Registration Card at your most commonly used Campus Library
2. Sign your Library Card
(*your username and password will be placed on the back of this card*)

Remember to bring your library card each time you wish to borrow resources or use the Learning Centre facilities. You should also have your ID card available.

Loan Periods

Each of the library campuses hold different types of media (such as videos, journals etc) which means they may have different loan periods. See the table below the loan periods we offer:

Loan	Loan Period
General	4 weeks
Weekly	7 days
Short	3 days
Tied	0 days
Reference	0 days

Please note that DVDs & Video are not available for loan but there are viewing facilities at each campus.

Telephone and online renewals and reservations

If you need an item for longer than the date specified, you can renew it in one of three ways, in person using your Library Card, by telephone or online.

Online Databases

The Library subscribes to several online databases that can be accessed through the library pages on the College website. Remote access to Dundee College Library resources is available to all students via an EduServ Athens account. See Library Staff or go to the web pages for assistance.

Ebooks

The Library now offers an eBook service. EBooks are simply electronic copies of books that can be viewed online. To access this service, you will be required to register for an Athens account. If you have not already done so, please contact a member of Library staff.

A full list of eBooks available can be obtained from Kingsway Campus Library.

Virtual Library

The Virtual Library is a set of web links that have been put into subject order. You can find it on the College website under the Library link then by clicking on the Resources link or go to:

http://www.dundeecollege.ac.uk/?current_students.xml

Assisted Technologies

Each Library and Learning Centre has access to Assisted Technologies including, adaptive keyboards and mice, roll-a-balls and height adjustable desks. If you require assistance, please ask a member of staff who will be happy to help

Accessing Learning Centre Facilities

Each of the three Learning Centres situated at Kingsway Campus, Melrose Terrace and Constitution Rd have computer (with free internet access), printing and scanning facilities.

Computers are also installed with course specific software. Please ask at Learning Centre Reception for details.