



Highlands
College

**Learning Resources
Centre**

A Guide for Students

Contents

About the Learning Resources Centre	2
Learning Resources Centre Staff	3
Opening Hours	4
Learning Resources Centre Guidelines	5
Library Membership	6
Resources Available	7
Online Public Access Catalogue (OPAC)	8
Inter-Library Loans	9
Newspapers and Journals	10
Computer Facilities	12
Student Portal – Learning Resources Centre	13
Photocopying, Printing, Scanning and Binding	14

About the Learning Resources Centre

The Learning Resources Centre at Highlands College, incorporating a library and I.T. facilities, provides easy access to a wide range of printed and electronic learning materials which can help you with your studies. The Learning Resources Centre has a computer which enables users to find the location of a specific resource; this is a web based catalogue linked to Jersey Library. Resources provided include daily newspapers, books, magazines and DVDs.

The Centre's 30 networked computers are available to students.

All computers have access to the Internet, allowing you to surf the web for information you may need for your assignments.

We also have black and white and colour photocopying facilities nearby. All students should be aware that the copying of copyright material is subject to limitations under the Copyright, Designs and Patents Act 1988. For further information on this subject, visit the Copyright Licensing Agency (or CLA) website at <http://www.cla.co.uk/> or check out the notice-board above the photocopier.

Learning Resources Centre Staff

The Learning Resources Centre staff are here to assist you with identifying appropriate learning resources to meet your needs. Please don't hesitate to ask if you need any help.

LRC Manager:

Anita Eastwood

608590

LRC Assistant:

Maureen Bennett

608590

You can also contact the LRC by email on

hclearningresources@highlands.ac.uk

Opening Hours

The opening hours during term times are:

Day	Opening Time	Closing Time
Monday	9.00am	6.00pm
Tuesday	9.00am	6.00pm
Wednesday	9.00am	6.00pm
Thursday	9.00am	6.00pm
Friday	9.00am	4.30pm
Saturday	CLOSED	
Sunday	CLOSED	

In the instances that the opening hours are different from those stated above, you will be informed in advance by a notice on the Learning Resources Centre entrance doors and a notice will be put up on the Student Portal. Please enquire if you have any queries regarding opening hours.

Times will vary during holiday periods so you are advised to check with a member of the Learning Resources Centre staff.

Learning Resources Centre Guidelines

As students you will be able to take advantage of all the facilities the centre has to offer and the centre staff will be willing to give you any guidance or advice they can, to help you to study effectively and make the most of your time at Highlands College.

In return, the staff asks that you follow some basic guidelines when using the facilities. The right to use the facilities can be withdrawn at the discretion of the Learning Resource Centre staff. However, by following these simple guidelines, the staff will try to help you in every possible way.

	Please enter and leave the library quietly.
	Always consider other users and keep noise to a minimum.
	Mobile phones must be silent. All calls must be taken outside of the LRC.
	Food or drink must not be brought in to the library.
	Don't leave computers logged on and unattended – these will be closed down and you may lose your work.
	Don't give your library card, borrower number or login and password to anyone else.
	Please tidy up when you have finished and put any rubbish in the bin.

Library Membership

- How do I join?

To become a member of Highlands College Learning Resources Centre, you must complete a registration form. If you are a full time student your College ID Card will be activated to enable you to take books out. If you are not a full time student you will be issued with a bar-coded ID card which can only be used at Highlands College. It cannot be used at the Jersey Public Library.

You must not lend your card to anyone else as you are responsible for the items recorded against it. A fee will be levied for the replacement of a lost or damaged card.

You must inform library staff of any change of address or other details.

- How long can I keep items?

Books	3 weeks
Undergraduate texts	1 week
DVDs	1 week

- Will I have to pay?

You will be charged for late returns and for lost or damaged items (at replacement cost), but there is no charge to borrow items. **The fines are 5p per item per day – maximum £5 per item.**

- Can I request an item?

Yes, you can request a book from Highlands stock by completing and handing in a request form or by asking a member of staff. You will be contacted as soon as your item is ready for you to collect. There is no charge for this service.

Limited items can be requested from the Jersey Public Library stock.

- Can I renew items?

Yes, if no-one else has requested them then you can renew them up to a maximum of three times.

- What if I lose my membership card?

Tell us immediately as you will be responsible for items borrowed on your card. **Full time students will be charged £2 for a replacement student ID/library card.**

Resources Available

- Books

The books are arranged according to the Dewey Decimal Classification Scheme that allocates numbers (classmarks 000 - 999) to subjects. The books are arranged on the shelves in numerical order. Guides indicating the classmark numbers are prominently displayed at the end of each shelf. There is a fiction section available for leisure reading.

- Reference Services

There is a quick reference section near the issue desk. The majority of books in the main section are for lending although there are some which are for reference only.

Reference books may not be taken out of the Learning Resources Centre.

- Magazines, Journals & Newspapers

Daily papers are available as well as subject related magazines and journals, which are displayed near the LRC desk. Back copies of some journals are held in stock. **Magazines, journals and newspapers may not be taken out of the Learning Resources Centre.**

- DVDs

DVDs are available for loan. Titles available can be found on the OPAC catalogue or through a member of staff.

- Careers Information

University prospectuses are available through the careers section in the Highlands Information Centre.

Online Public Access Catalogue (OPAC)

The OPAC is a computerised database that holds the records of both the Jersey Public Library and Highlands College Library stock. It lists items in both libraries, where to find them and whether they are available or on loan.

The OPAC screen will indicate which is the Public Library stock and which is the Highlands College stock, with the relevant classmarks and the status of the book; i.e. reference, quick reference (QR), adult non-fiction, undergraduate, DVD etc.

Searches for items in stock can be carried out using author, title, keyword in title, classmark, or ISBN. Users can see if a book is out on loan and when it is due to be returned, as well as checking what they have on loan.

The catalogue can also be accessed in the Learning Resources Centre and via the Jersey Public Library internet site at:

<http://capitadiscovery.co.uk/jersey/home>

Inter-Library Loans

As a member of the British Library, Highlands College can obtain material that is not available in the island.

If we do not have a copy of a book or journal article in the Learning Resources Centre, you may request it via the Inter-library Loan service.

Please speak to a member of staff at the Enquiries Desk if you have any queries regarding inter-library loans.

The charges are:

Inter-Library Loans	Cost
Loans	£12.10
Articles	£5.95 - £27.30

Newspapers and Journals

The following newspapers are available in the Learning Resources Centre:

Item	Web Address
Financial Times	www.financialtimes.co.uk
The Guardian	www.guardian.co.uk
Jersey Evening Post	www.jerseyeveningpost.com

The following magazines and journals are available in the Learning Resources Centre:

Item
Adult Learning
Art Review
Autocar
Biological Science
British Educational Index
Building
Business Brief
Car Mechanics
Ceramic Review
Children & Young People Now
Computer Active
Construction News
Crafts Magazine
Creative Review
Decanter
Early Years Educator
Embroidery
Empire
Frieze
Equal Opportunities Review
Further Education Today
Hair

Health and Safety at Work
Investors Chronicle
Journal of Family Health Care
Journal of Further and Higher Education
New Scientist
Nursery World
Nursing Times
Practical Classics
Practical Photography
Professional Beauty & Nails
Scientific American
Sculpture
Selvedge
Social Trends
Special Children
Tate
The Economist
The Parliamentarian
The Psychologist
Times Higher Education Supplement
Varoom
Wired
Your Cat
Your Dog

Computer Facilities

- **PC workstations**

32 networked work stations are available in the LRC with access to Microsoft Office programmes and Internet services. A limited number of PCs in the Silent Study Room are available for reservation. Before you use a computer you will need a user name (login) and a password. If you do not have either of these or you need assistance logging on to a work station, please enquire at the LRC Information and Issues desk.

- **Internet**

If you want to use the Internet to answer reference queries or find information relating to your coursework, you will need to learn effective ways of searching.

By a variety of means, Internet access and usage is monitored and filtered. All students have to accept the College's conditions of use prior to gaining access. If these conditions are not complied with, access can be withdrawn.

- **IT Helpdesk**

The LRC staff are your first point of contact for all computer related matters, as they can then contact the IT helpdesk if required. **Photo ID is required for student password changes and work transfers.** Your Tutor is also able to reset your password.

- **USB Pens**

USB memory sticks can be used in the USB ports to transfer work on to or from the network. Remember to back up your work and keep saving whilst working in the College or you may run the risk of losing unsaved work.

- **E-Mail**

As a student of Highlands College you have access to college e-mail. It works like many standard e-mail systems allowing you to send and receive e-mails and attachments to and from the network. In order to access college mail you will need your e-mail address and log in details. Contact the LRC staff for these details. Students cannot use any other e-mail facilities in the LRC between the hours of 9am and 3pm.

Student Portal

Learning Resources Centre

Learning Resources Centre opening hours and the latest news can be found on Highlands College Student Portal.

The screenshot displays the Highlands College Student Portal. At the top, there is a search bar for courses and a 'Course Search' button. Below this is the Highlands College logo and a 'Current Students' button, along with social media icons for Facebook, Twitter, and YouTube. A navigation menu includes links for Home, About, Courses, University Centre, Campus, Parents, Employers, and Contact.

The main content area is divided into several sections:

- Student News:** Contains three items: 'Enrolment day – August 20', 'Workshop to discuss higher education funding', and 'New part-time leisure & professional courses out now!'.
- UC News:** Contains three items: 'Workshop to discuss higher education funding', 'New part-time leisure & professional courses out now!', and 'Highlands College – A Student's Perspective'.
- College News:** Contains three items: 'Enrolment day – August 20', 'Workshop to discuss higher education funding', and 'New part-time leisure & professional courses out now!'.
- HC Students Links:** A list of links including: 'Access H: Drive from outside college', 'Change network password outside College', 'e-Subs', 'ICT e-Subs', 'Library Search', 'Moodle', 'Printer PIN / Web Printing', and 'Webmail'.
- UC Students Links:** A list of links including: 'Access H: Drive from outside college', 'Change network password outside College', 'Library Search', 'Moodle', 'Plymouth Library', 'Printer PIN / Web Printing', and 'Webmail'.
- Student Internal Links:** A list of links including: 'Anti-Bullying trifold September 14', 'Canteen Menu', 'Counselling Services Brochure 2014', 'Email User Guide', 'Handbook 2014 – 2015', 'Health and Safety Guidelines', 'IT User Guide', 'Liberty Bus Poster', 'List of Student Discounts 2014 – 2015', 'Log IT Request', 'My Student Report', 'Setup college email on your iPhone/iPad', and 'Student Guide'.
- Google Search:** A search box with the text 'Google Search' below it.

Photocopying, Printing, Scanning and Binding

Photocopying, colour printing and binding materials can be purchased from the library at the following prices:

Colour Photocopier	
A4 Single Copy	10p
A3 Single Copy	20p
Binding	
Spiral Binding	£2.00
Slide Binder	10p

Students are not charged for printing in black and white.