



**Highlands**  
College

# **Learning Centre Guide**

## Contents

<b>About the Learning Resources Centre</b>	<b>2</b>
<b>Learning Resources Centre Staff</b>	<b>2</b>
<b>Opening Hours</b>	<b>3</b>
<b>Learning Resources Centre Guidelines</b>	<b>4</b>
<b>Membership, Books, eBooks, eJournals and magazines</b>	<b>5</b>
<b>Study Skills Sessions</b>	<b>7</b>
<b>Inter-Library Loans</b>	<b>8</b>
<b>I.T. Facilities</b>	<b>9</b>
<b>Photocopying, Printing, Scanning and Binding</b>	<b>10</b>
<b>Student Portal – Learning Resources Centre</b>	<b>10</b>

## About the Learning 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. Resources provided include books, [magazines and DVDs](#).

The Centre's networked computers are available to students as is the networked photocopier.

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>.

## Learning Centre Staff

The Learning Centre staff are here to assist you with identifying appropriate learning resources to meet your needs. Please ask us if you need any help.

The phone no for the LRC is

608590

You can contact us by email on

[hclearningresources@highlands.ac.uk](mailto:hclearningresources@highlands.ac.uk)

## Opening Hours

The opening hours during term time are shown below.

Day	Opening Time	Closing Time
Monday to Thursday	9.00am	5.00pm
Friday	9.00am	4.00pm
Saturday & Sunday	CLOSED	

**The centre is closed during holiday periods** and occasionally, if the opening hours are different from those stated above, a notice on the Learning Resources Centre entrance doors will inform you in advance. Please enquire if you have any questions regarding opening hours.

**Jersey Library** is open during the holidays and some evenings. It has a variety of study spaces.

## Learning Resources Centre Guidelines

As a student, 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 ask that you follow some basic guidelines when using the facilities. The right to use the facilities may be withdrawn at the discretion of the Learning Centre staff.

	<p><b>Please enter and leave the library quietly.</b></p>
	<p><b>Always consider other users and keep noise to a minimum.</b></p>
	<p><b>Mobile phones must be silent. All calls must be taken outside of the LRC.</b></p>
	<p><b>Food or drink must not be brought into the library. Only bottled water is allowed.</b></p>
	<p><b>Do not leave computers logged on and valuables unattended.</b></p>
	<p><b>Don't give your library card, borrower number or login and password to anyone else.</b></p>
	<p><b>Please tidy up when you have finished and put any rubbish in the bin.</b></p>

## Library Membership and Resources Available

- **How do I join?**

If you are a full-time student, your College ID Card will be used to activate your membership and will enable you to take books out. If you are not a full-time student, you will have to complete a registration form after which we will give you a bar-coded Library card. You can also use your student or library card to borrow books from Jersey Library.

You must not lend your card to anyone else, as you are responsible for the items recorded against it.

You must inform library staff of any change of address or if you lose your card as you will be responsible for items borrowed on it.

- **Books**

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

- **How to find a book**

To check if we hold a particular title of a book, go to [gov.je/libraryservices](http://gov.je/libraryservices) then 'borrowing from the library' and 'search the library catalogue'. A drop down on the left of the screen shows you if it is in our College Library or at Jersey Library.

Click on the title to see how many copies there are and the Dewey number eg 342.941 which shows you where you will find it on the shelf. The books have the Dewey number and the first 3 letters of the author's name so that you can find it.

- **How long can I keep items?**

Books	3 weeks
Undergraduate texts	1 week
DVDs	1 week

**Reference Only books must stay in the Learning Centre.**

There are labels on the spine of the books to let you know how long you can borrow them for.

- **How to take a book out**

Once you have chosen your books, take them to the Library staff and they will issue it against your student card and stamp it with a return date. If there is not anyone there to do that, fill in the form in the Library book room and the books will be added to your account later.

- **Will I have to pay?**

If books and DVDs are returned late, we ask for a donation to our charity bucket. Damaged or lost items are charged at replacement cost plus a £5 admin charge.

- **Can I request an item?**

Yes, you can request a book if it is currently being used by someone else by completing and handing in a request form or by asking a member of staff. We will contact you as soon as your item is ready for you to collect. There is no charge for this service.

We can request limited items for you from Jersey Library stock.

- **Can I renew items?**

Yes, if nobody else has requested them, then you can renew them up to 3 times, without bringing them in, after which we need to see them before renewing again.

- **eBooks and Journals**

To help with your studies, eBooks and journals are available via a link on the student portal to JISC, EBSCO, OUP and Ingenta Journals. Many of our core textbooks are available through JISC and EBSCO.

- **eBooks, eMagazines and eNewspapers**

Go to the Jersey Library website on gov.je for online access to resources through Overdrive and Libby using your library membership number.

Also, [PRESSREADER.COM](https://www.pressreader.com) for FREE access to daily newspapers and to magazines using your Library membership number eg JEP6123456. There is a link on the student portal to get you started.

- **Magazines**

Subject related magazines and journals are available, and some back copies of some journals are held in stock.

**Magazines, journals, and newspapers may not be taken out of the Learning Resources Centre.**

Item
Art Review
Building
Car Mechanics
Ceramic Review
Children & Young People Now
Computer Active
Crafts Magazine
Creative Review
Decanter
Early Years Educator
Embroidery
Empire
Harvard Business Review
Impact
Investors Chronicle
National Geographic
New Civil Engineer
Nursery World
Nursing Times
Sculpture
The Economist
The Psychologist
Wired
Your Cat
Your Dog

- **Study skills**

Open access study skills sessions operate in the Library; a schedule will be available.



## Inter-Library Loans

### Plymouth University

Students on Plymouth University courses can borrow copies of books from their library. They are requested through the Learning Centre so please email us on HCLearningResources@highlands.ac.uk or come in to arrange those loans.

### British Library

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 Centre, you may request it via the Inter-library Loan service.

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

**These charges for British Library loans are subject to change but are currently:**

<b>Inter-Library Loans</b>	<b>Cost</b>
<b>Loans</b>	£12.10
<b>Articles</b>	£5.95 - £27.30

## IT Facilities

- PC workstations

Networked workstations are available in the LRC with access to Microsoft Office 365. Before you use a computer, you will need a username (login) and a password. If you do not have either of these or need assistance logging on to a workstation, please ask a member of staff to help you.

- Laptops

Laptops can be borrowed for use in the Learning Centre. Please ask a member of staff.

- 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

Whilst in the Centre, the Learning Centre 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.** Your Tutor is also able to reset your password.

- E-Mail

As a student at Highlands College, you have access to college e-mail. Students cannot use any other e-mail providers between the hours of 9am and 3pm eg Hotmail, gmail.

## Photocopying, Printing, Scanning and Binding

Students are not charged for printing in black and white but there is a charge for colour copying and printing. Your print budget, credited to £3 at the beginning of the academic year by the college, can be topped up by Learning Centre staff. An A4 colour copy usually costs around 5p and you can monitor your credit through the small green Papercut box that appears when you log in.

Ask at the Caretaker's Lodge if you need to bind any documents eg dissertations and they will arrange this for you.

## Student Portal

This Learning Centre guide can be found on the Student Portal.