

Learning Support Area

Learning Support Staff are available in the Learning Centre to help students with their learning and any assistive technology they may need. Staff for this area can be found in the “Success Centre at City College” which is located at the back of the quiet study area within the Learning Centre.

Ordering resources for students

If you have a reading list or recommended texts please let the Learning Centre know — we can tell you whether we hold the items in stock, the editions/date of items held and the number of copies.

We have a **Senior Learning Centre Assistant** who has specific responsibility for Curriculum Liaison so **please contact them on x7239** in the first instance for all your resource needs — let us know which courses you are running and the texts you require for them and we will investigate purchasing for you. Purchases will be made in line with our Collection Management Policy.

Induction and research skills training

The Learning Centre provides inductions for students which normally occur at the start of the academic year, but can happen at any time. Inductions last 15–20 minutes and cover the Learning Centre facilities, basic IT knowledge (logging on/off the computers) and how to access Citybit. Full-time students will have their inductions arranged by their tutors with the possible assistance of Student Services. Inductions for part-time students will need to be organised by tutors who can do so by contacting the Learning Centre directly.

We also offer research skills sessions — these last approximately 40 minutes and are aimed at smaller groups of around 10 students. We generally hold these sessions in the AV room within the Learning Centre but we are happy to deliver these sessions in your classroom.

The sessions cover:

- Basic research skills (finding information)
- Searching the internet
- Plagiarism and assessing the quality of resources
- Planning assignments
- Referencing and bibliographies (including the Harvard system)



Opening Hours

Term time

Monday–Thursday 8:30am–7pm

Friday 8:30am–4:30pm

Holidays

Monday–Thursday 9am–5pm

Friday 9am–4:30pm

Contacting the Learning Centre

You can visit us in the Austen Building.

Phone: 023 8057 7307

E-mail: library@southampton-city.ac.uk

On any general queries regarding the Learning Centre facilities you can contact the **Learning Centre Coordinator** on **x7468**.

If you require this in an alternative format, please contact our information, advice and guidance team on 023 80 48 48 48 or email enquiries@southampton-city.ac.uk.

Learning Centre

Staff Guide

How do I become a member of the Learning Centre?

You automatically become a member when you start work at City College Southampton.

All you need is your staff card!

Learning Centre Services

Looking for a book?

The library catalogue for the Learning Centre is available for all College staff to search and can be accessed from the Online Resource Centre pages or from the staff intranet from the drop down list under the “search” box. You can use the catalogue to search for any books, reports, journals, training manuals, DVDs or videos that we may hold. Our catalogue can also be searched from within the Citybit (the College’s virtual learning environment) pages.

Borrowing

You can borrow up to 12 items (books, magazines, DVDs or other resources) — for most books the loan time is 6 weeks — for DVDs, videos and some other items it is 1 week. Please do not loan Learning Centre resources to colleagues or students.

Renewing

You can renew items by telephoning the Learning Centre, sending an email or returning them to the Learning Centre counter.

Returning

You can return items by bringing them to the Learning Centre counter or placing them in the ‘Returns Box’ situated outside the Learning Centre.

Late Returns and Overdues

When you have any overdue resources we will send you a letter asking you to return them. The first two letters are sent via email — the third is sent to your home address. If we do not receive the overdue resources within 2 weeks of the third and final overdue letter (called the “Invoice”), we email you and copy in your Head of Department. For all outstanding items at the end of the academic year we reserve the right to pass your details to Finance for debt collection.

Inter Library Loans

If we don’t stock the resource you need we may be able to obtain it for you from another library. Please ask Learning Centre staff for any item you cannot find.

Equipment Booking

The Learning Centre has a whole range of equipment available to borrow:

- Laptops
- Video and digital camcorders
- Combined TV/Videos and TV/DVD Players
- Accessories such as headphones, tripods, readers
- OHPs
- Assistive technology
- Cassette recorders
- Data projectors

You can book equipment by contacting the Learning Centre on x7307 or email library@southampton-city.ac.uk

It’s best to book popular items (like data projectors or laptops) well in advance due to high demand.

Programme Recording

The Learning Centre is able to:

- Record programmes off-air from terrestrial and Freeview channels, including Open University programmes
- Transfer video to DVD (only for programmes recorded off-air)
- Transfer DVD to video (again only for programmes recorded off-air)
- We can also stream programmes and send the file to you via email
- Produce multiple copies of items recorded (only 4 copies permitted for Open University)
- If you wish a copy of a programme to be held in your department you must provide a blank DVD-R disc/video cassette. If the copy is to be held in the Learning Centre, we will copy free of charge

Please contact Marilyn Heale on x7241 or email marilyn.heale@southampton-city.ac.uk

Using the Learning Centre with students

- We have a bookable group computer area of 8 PC’s that are booked via the Learning Centre counter directly. This area must be supervised by tutors at all times. All other PC’s in the Learning Centre are ‘drop in’ only.
- We also have a number of laptops for student use which can be borrowed for their individual study within the Learning Centre as this area is now WiFi enabled.
- The AV viewing room which contains an interactive white board can be used by small groups of students to view DVDs or videos for study purposes and for presentations. This area must be supervised by Tutors. Please ask at the Learning Centre Counter for booking details.