

### Journals and magazines

We subscribe to a number of industry journals and magazines that you can use while you are working in the Learning Centre. They range from cookery to construction, photography to plumbing and everything in between.

We also have a collection of recreational magazines based on the things that you are interested in. So if you like films, football or fashion the Learning Centre is the place for you.

### Careers section

Our Careers section houses nationwide college and university prospectuses as well as a collection of books to help you get started in a variety of industries and on a number of career paths.

The Learning Centre also hosts Careers workshops in partnership with personal advisers in Student Services. In these sessions you can get step-by-step help on tasks such as filling out UCAS applications or compiling successful CVs. Look out for details of these sessions on Citybit and college-wide notice boards.

### Easy seating area

If you have a spare moment you can relax in our comfy seating area. It's the perfect place to settle down with a newspaper, magazine or a good book.

### 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.

### Computers

There are forty-five PCs available in the central Learning Centre. 4 of these are stand-up machines where you can quickly check emails or the internet. The PCs are heavily used and are intended for students and staff to use for college work.

We also have a number of laptops for student use which can be borrowed for study within the Learning Centre which is now a WiFi area.

### Logging onto the PCs

Your login details are on your campus card.

*the USERNAME: is your student number*

*the PASSWORD: is your date of birth (for example 15<sup>th</sup> February 1975 would be typed as 15021975)*

It is recommended that students change their password as soon as they first login not only to protect the security of any coursework or other documents they may be working on, but to prevent bogus messages being received.

### Events

The Learning Centre plays host to student events throughout the year. In the past we have been visited by authors, a website creator and a rap poet! Look out for details of these events on notice boards around college and on the front page of Citybit.

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*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](mailto:enquiries@southampton-city.ac.uk).*



# Learning Centre

## Student Guide

## What is the Learning Centre

The Learning Centre is the City College Southampton library service and drop-in computer area. We also provide a number of other services to help you in your studies.

### Who is the Learning Centre for?

We are here to support all City College staff and students with their teaching and learning. If there's something we can help you with, just let us know — we exist to assist! As soon as you have your campus card you will automatically have access to the resources and PCs.

## Where is the Learning Centre?

The central Learning Centre is situated on the ground floor of the Austen Building. Other smaller areas with open access computers are available across college and our Marine Skills Centre in Woolston.

## When is the Learning Centre open?

### Term time

Monday–Thursday 8:30am–7pm  
Friday 8:30am–4:30pm

### Holidays

Monday–Thursday 9am–5pm  
Friday 9am–4:30pm

## The rules of the Learning Centre

The following rules apply to both staff and students. They are there to make sure that the Learning Centre remains a clean, tidy and pleasant place to study for all.

Please...

- Do not eat or drink
- Switch your mobile phone to silent
- Use reasonable voice levels so as not to disturb others
- Make sure you are the only person who can hear the music coming from your MP3 player
- Follow instructions from teachers and Learning Centre staff

## Contacting the Learning Centre

You can visit us in the Austen Building.

**Phone: 023 8057 7307**

**E-mail: [library@southampton-city.ac.uk](mailto:library@southampton-city.ac.uk)**

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

## Our Services

### Finding resources

You can access the Learning Centre catalogue to search for details of all our books (including our collection of e-books), journals/magazines, videos and DVDs from any PC that has internet access.

Just go to:

<http://heri.southampton-city.ac.uk/heritage/> or click on CityBit and go straight to the Learning Centre catalogue from the home page search box on the left hand side.

You can also use the catalogue to look at your library account and reserve the items you need.

### Borrowing

You can borrow up to 6 items at a time. Most books can be kept for 3 weeks while DVDs, videos and graphic novels can be kept for 1 week.

### Renewing

If you need to keep hold of an item for longer you can arrange this by telephoning the Learning Centre, sending us an email or coming to the Learning Centre counter in person. You can renew items without us seeing them on 3 occasions, after this you will need to return the items or bring them in and renew again in person.

### Returning

You can return items by bringing them to the Learning Centre counter. You can also leave them in the 'returns box' outside the Learning Centre in the entrance to the Austen Building.

### Late returns and overdues

There is a fixed fine of 10p per day per item for any item that is not returned on time. If your account reaches £5 you will be unable to take any more items out until you have cleared the fine. When you have any overdue resources we will send you a reminder letter.

We send out 3 overdue letters. If we do not receive the overdue item(s) within 2 weeks of the 3<sup>rd</sup> and final overdue letter (which is also an invoice), your personal tutor will be contacted and ultimately the details will be passed to the Finance department for debt collection.

You can avoid all this by renewing your items if you need them for longer. If you lose or damage something please come in and tell us — we're a very reasonable bunch.

### Inter library loans

If we don't have a book, DVD or magazine you are looking for we may be able to borrow them from another library. Please ask Learning Centre staff about any items you cannot find.

### Daily newspapers

We receive both local and national newspapers on a daily basis. You can come in and read them free of charge.

### Fiction & graphic novels

As well as textbooks you can also borrow books from our selection of fiction and graphic novels. They are updated regularly so if you're a bit of a bookworm pop in and check for new items every now and then.

We are always happy to hear about novels you'd like us to add to our collection so let Learning Centre staff know if there is anything you would like us to stock.