



Learning Resource Centres

Staff Guide to the LRC

What is the LRC ?

The Learning Resource Centres provide:

- ◆ Resources to support students and staff
- ◆ Spaces for individual study and group study
- ◆ Computer access to support learning
- ◆ Information Skills programme

Access to the LRC

In order to use the LRC facilities you will need your staff ID. Please remind students that they will need their ID card to login to a computer, print, photocopy and borrow items from the LRC.

New staff need to register their ID card at the LRC reception. Students are automatically registered with the LRC the day after their enrolment.

User Services

Contact

The Hub

01302 553713

hublrc.enqdesk@don.ac.uk

University Centre

01302 553722

hmlrc.enqdesk@don.ac.uk

Enquiries

LRC staff are available at reception and enquiry points throughout the LRC to assist with enquiries.

If you need help with a specific research subject please contact your subject librarian.

Reservations and Inter-Library Loans

If you can't find what you want on the shelves you can:

- ◆ Reserve it via the web catalogue
- ◆ Request an inter-site loan
- ◆ Request an inter-library loan

Sales

The LRC reception desks stock a good supply of stationery and computer related items for purchase.

How you can help ?

To provide the best resources for your students you need to work together with your Subject Librarian by:

- ◆ Inviting your Librarian to course committee meetings Providing up-to-date information on reading lists and assignment topics
- ◆ Recommending books and material for purchase
- ◆ Keeping Librarians informed about changes to courses
- ◆ Ensuring that Librarians know about new courses in advance
- ◆ Getting to know the stock in your area so that you can advise students
- ◆ Directing students to the LRC's e-Library resources

The Hub

Lorraine Maddock x3745 Manager of Learning Resources

Carol Wootton x8249 Commercial Enterprise

Liz Wright x2516 Advanced Technologies

Jane Curtis x2516 Creative Industries
Health and Social Care

University Centre

Sarah Crossland x3736 Site Librarian
Relate Institute

Sue Gold x3598 HE Arts

Garry Whittall x3871 HE Sport and Business

Joe Newsome x3876 HE Social Science and Education

Opening Hours

The Hub

Mon-Thurs 8:30am - 8:00pm

Fri 8:30am - 4:45pm

University Centre

Mon-Thurs 8:30am - 8:00pm

Fri 8:30am - 4:45pm

Sat 12:00am - 4:00pm

Vacation

Mon-Thurs 8:45am - 5:00pm

Fri 8:45am - 4:45pm

At the LRC

Collections

We have a variety of material available including: Books, Journals, DVDs, Newspapers, Multi-media.

You can use the Web Catalogue to search for items and also reserve items that are already on loan.

If you have a book list or recommended reading list please discuss this with your Subject Librarian to ensure that material is available in the LRC.

Study Areas

Quiet and silent study areas are provided for quiet, individual study.

Group study areas are available in the open LRC area.

There are 4 quiet study rooms in the Study Centre on level 4 of the LRC at the Hub, which can be booked in advance by staff or students.

Staff may enquire about the availability of the Seminar room for one off advance bookings.

Computer access

All staff and students have their individual username and password provided by CITS. Login information must not be shared. Any problems with student login details must be referred to CITS.

Computers in the LRC are for open access independent study and provide basic software only. Additional requirements must be discussed with the LRC Site Librarian and CITS.

Photocopying

Photocopiers are available in the LRC's.

Teaching material and bulk photocopying should be performed within teaching departments or directed to reprographics. You can leave documents for reprographics at level 3 reception at the Hub.

All users must abide by the copyright law as displayed on the posters at the photocopiers.

Using the LRC

We aim to provide a clean, comfortable and safe learning environment and protect learning resources

- ◆ Do not consume food or drink in the area
- ◆ Use all areas in a quiet, considerate manner
- ◆ Promote computer use for independent study by students
- ◆ Support LRC staff

LRC Website and E-Library

The **LRC website** provides a wealth of information about our services and connects you to the **E-Library** which is a one-stop-shop for a variety of online resources including:

Find it fast: A good place to start to research a topic as it enables you to search a range of sources quickly. Web catalogue, Journal articles, E-books, reports, newspapers, images, datasets and internet resources.

Web catalogue: Provides an online listing of all resources in our collections. You can login to your borrowing account to view, renew and reserve items. Ask LRC staff for your **user ID and PIN**.

E-Journals: Journal titles and abstracts plus full text articles online.

E-books: Electronic books

Subject resources: Useful information for your course and related subjects maintained by the librarians.

LRC news: Find out what's happening in the LRC. You can ask us a question or leave a comment.

Blackboard: Access to the VLE

Get connected either at College or from home via the LRC's website at

<http://www.don.ac.uk/lrc>

Your username and password to access the LRC's online resources are the same as your College Username and password.

Information Skills

The **Welcome Show** is presented in the LRC and introduces new students to the LRC's. There is also a link to it on the LRC homepage. Follow this up with an information skills tutorial which will equip you and your students with the expertise to navigate around the resources and get the best from them.

These can be tailored to your needs and can include:

- ◆ Finding information using the internet
- ◆ Using the e-library
- ◆ Harvard referencing
- ◆ Turnitin

Contact your subject librarian to arrange a session. Please also inform librarians of any Library skills activities you are planning independently to ensure that your needs can be met.