



Learning Resource Centres

Student guide to Learning Resource Centres and Services

What is the LRC ?

The services and staff of the Learning Resource Centres are here to support you and help you make the most of your learning experience, by providing:

- ◆ **Resources**
- ◆ **Study Space**
- ◆ **Computer Access**
- ◆ **Information skills**

There are two LRCs; the Hub LRC and the University Centre LRC for use by students and staff of Doncaster College. Simply show your ID badge on entry.

Resources

We have a variety of resources for you to use including books, journals, DVDs and multimedia. You can find whatever you need by searching on the Web Catalogue.

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

We have a number of special collections, including: Life Skills, Study Skills, Careers and Fiction.

Study Space

The LRC's provide you with plenty of space to study. This includes group study areas and quiet study areas. Bookable study rooms are available at the Hub in the Level 4 Study Centre.

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 and considerate manner
- ◆ Use computers to support your College work
- ◆ Support LRC staff

Photocopying

Photocopiers are available in the LRCs. You must keep to copyright law as displayed at the copiers.

Sales

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

Loans

You can take out up to 15 items with your student card. The date that it must be returned by is stamped in the front of the item.

Return or renew your loans on time as we charge fines for overdue items. You can renew items with your card in person at the issue desk.

Alternatively unseen renewals can be done by telephone, e-mail or via the web catalogue. This is limited to two consecutive renewals. An item can not be renewed if a reservation has been placed on it by another user.

Holds and requests

The holds service allows you to place a hold on items that are currently on loan.

The Inter-Site Loan service allows you to request an item be transferred to the LRC that you use. This service is free to all staff and students.

Inter-Library Loans

If we haven't got the item you need in stock we can arrange a loan through the national Inter-Library Loan system. There is a charge for this service.

Opening Hours

The Hub

| | |
|-------------|-----------------|
| Mon | 8.30am - 5.30pm |
| Tues -Thurs | 8:30am - 8:00pm |
| Fri | 8:30am - 4:45pm |

University Centre

| | |
|-----------|-----------------|
| Mon-Thurs | 8:30am - 8:00pm |
| Fri | 8:30am - 4:45pm |
| Sat | 12:00pm -4:00pm |

Vacation

| | |
|-----------|-----------------|
| Mon-Thurs | 8:45am - 5:00pm |
| Fri | 8:45am - 4:45pm |

LRC website

You can use the computers to help you with your studies. Computer sessions are provided for a timed period and you can book your computer time in advance.

Mono and colour printing is available. Payment for printing is via your student card. When you have used up your credits you can top up at LRC receptions.

The LRC website at <http://www.don.ac.uk/lrc> 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: Find items on your reading list with this online list of all our resources.

E-Library: Find full text articles and e-books on all sorts of topics.

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

Info Skills: Learn how to research, save time and get better marks.

Blackboard : Access to your course online.

Get connected

You can access the LRCs' online resources either at College or from home via the LRCs' web site at

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

Home Access

You must have logged onto a College computer at least once before you can access resources from home. If you are a distance learner contact your tutor or the Learning Resource Centre staff.

Your course may be available online via a virtual classroom, called Blackboard.

To login to Blackboard you will first of all need an active computer login. You can activate your login by logging on to a College computer or by selecting the [Activate Your College Account](#) button on the Blackboard login page.

Logins you will need

You can access any of the resources on the e-library with your College computer login. If you have any difficulties, click on the 'home access' link in the e-library. Login information must not be shared.

College computer login

Your username is the number on your College ID card eg. dc005658912 followed by @don.ac.uk

Your password is your (two) initials, date of birth (ddmmyy) followed by !

eg. Username dc005658912@don.ac.uk
Password: jb230484!

After your first login you will be prompted to change this password to something memorable.

Blackboard

Login as for computer, but without the @don.ac.uk

eg. Username: dc005658912
Password: same as your computer password

Web Catalogue

User ID login as for Blackboard

PIN is your (two) initials, date of birth (ddmmyy) followed by !

eg. PIN jb230484!

Student E-mail <http://www.live.com>

Login with your College ID card number followed by @student.don.ac.uk

eg. dc005658912@student.don.ac.uk
Password:same as your computer password

Information Skills

We provide a variety of workshops, online tutorials and guides for you to develop your information searching skills. Ask your tutor to arrange an event with us.

Need more help?

Contact us in person, by phone or email

LRC University Centre

Doncaster College, High Melton

Doncaster, DN5 7SZ

Tel no: 01302 553722

Email: HMLRC.enqdesk@don.ac.uk

LRC The Hub

Doncaster College, Chappell Drive

Doncaster, DN1 2RF

Tel no: 01302 553713

Email: HubLRC.enqdesk@don.ac.uk