

Learning Centre **Short Guide** to Borrowing Resources

Borrowing allowance Most students are allowed to borrow **SIX** items. HE student are allowed **TWELVE** items

Books with **RED** tape on the spine **can NOT** be borrowed

Books with **BLUE** tape, and DVDs and videos can be borrowed for **one week**

Books with **no coloured tape** can be borrowed for **three weeks**

Magazines and journals, or any item with a **Reference Only** or **Not to be Taken Away** sticker can not be borrowed

To borrow, take your books to any of the 3 Helpdesks. You **must show your college ID card**. Your book will be stamped with the return date. You can return an item earlier. Books can be returned to any of the 3 Helpdesks

Security If you try to take a book out of the Learning Centre without borrowing it first, you will set off the alarm. You don't have to borrow items if you are working with them on a different floor, just use the lift

Overdue items You will be fined 10p a day for items that are brought back late. You will also be sent a reminder. If you fail to return items after receiving two reminders, you will be billed and access to the college computers will end

If your book is late and you can't find it or have lost it, please talk to a member of staff in the Learning Centre as soon as possible

Renewals You can renew your loans in several ways:

Telephone, 01904 770406

Bring them back to the Learning Centre

Bring your ID card if the items are too heavy to carry. You may **renew 3 times** without bringing an item in

Email the Helpdesk from anywhere lc-helpdesk@yorkcollege.ac.uk

You may continue to renew an item as long as it is not required by anyone else

Reservations If an item is on loan and you need it urgently, you can reserve it by completing a blue card available from any of the helpdesks. You will be notified when it is ready to collect



Calculators are available for loan from the issue desks. There is no charge for borrowing these but you will be asked for your student ID card so they can be issued to you



Card Readers If you wish to transfer images from your camera card, you can borrow a card reader, for use in the Learning Centre, from the Helpdesk on floor 1. You must provide your student ID card



Headphones These are available from the issue desks, for use in the Learning Centre, on production of your ID card



DVD & Video There are 3 DVD/video players on trolleys on the first floor of the Learning Centre. These are available for booking from the Helpdesk. You will need to borrow the remote control and a set of headphones as well, so have your ID card ready as these are checked out in the same way as books



Other items such as staplers and hole punches can be borrowed at the discretion of the Learning Centre staff. You will be asked to leave your ID card as a deposit. If we do not have a particular book or journal article in stock, it can be obtained via the Inter-Library Loans scheme from the British Library. Forms, which require your tutor's signature, are available at the Helpdesks

Don't forget to ask one of the staff for help if you need it!

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