

# Extreme Knowledge

@ Bury College LRC



# When is the LRC open?

During term:

## **Millennium and Prospects Centres**

Mon - Thurs: 8.30 - 5.00 and Fri: 8.30 - 4.30

## **Woodbury Centre**

Mon, Wed, Thurs: 8.30 - 8.00

Tues: 8.30 - 5.00

Fri: 8.30 - 4.30

College holidays:

9.30 - 12.30 and 1.00 - 4.00

## **Prospects closed**

All opening times are subject to change – please look for notices in the LRC.

# What is my student card for?

- Student card is your library card
- Lets you into the LRC
- Allows you to borrow resources
- Lets you use the computers

# What's available in the LRC?

- Books
- Magazines, newspapers and IT manuals
- DVDs and music CDs
- Computers, apple macs, scanning and printing
- Electronic resources including electronic databases, e-books and the Internet
- Learning zones: quiet, group, silent, audio visual and IT drop-in areas
- Careers information
- Stationery for sale
- Photocopying

# What can I take out of the Library?

You can borrow up to **8 items**

We have different loan periods:

**4 weeks • 1 week • Overnight**

Loan periods are clearly marked.

Any book without a label is a 4 week loan.

Items marked reference are for use in the library only.

To borrow resources you need to have a current ID badge and be enrolled at the library.

**Take care** - if you have overdue items you will not be able to borrow additional resources.

Remember: library services are free and we don't charge fines, but if you lose a resource you will have to pay for a replacement. Please return resources to the library you borrowed them from.

## How do I renew my Books?

Renew your books on-line via the library catalogue on Moodle. To access your account your User ID and Password is your ID badge number. You may also renew your books in the library with your ID badge.

Only 4 week loans can be renewed and they can be renewed twice only. You will only be able to renew if no-one else has reserved it.

## How do I Photocopy?

Photocopiers are in all areas. Photocopying is self service: 5p per A4 sheet, 10p per A3 sheet.

Please read copyright information displayed above each photocopier.

**Experience** art

**Experience** history

**Experience** drama

**Experience** science

**Experience** travel

**Experience** beauty

[www.burycollege.ac.uk](http://www.burycollege.ac.uk)



# How do I access computers?

Computers are available in all LRC areas.

You will need your ID card.

You need to log on with your ID number from your student card and your password is your DOB.

Username: number on ID badge

Password: dd/mm/yy

First time you log on in college you will be prompted to change your password. Make a note of what you change your password to (put it in your phone).

You have been allocated 300 print credits. Colour printing is 30p per sheet.

Please remember computers are at a premium so can only be used for course related work.

The LRC operates monitoring software, this allows PCs to be observed remotely by LRC staff to ensure appropriate use of PCs.

# How do I access Moodle?

## Virtual Learning Environment

3 ways to access Moodle

- Via the college network
- HYPERLINK "<http://www.burycollege.ac.uk>"  
[www.burycollege.ac.uk](http://www.burycollege.ac.uk)
- <http://moodle.burycollege.ac.uk>

Username: number on ID badge

Password: your network password

## What we can do for you...

- Offer a pleasant, welcoming environment to help you study
- Provide a professional service with knowledgeable and approachable staff - if you need help always ask
- Provide access to a huge variety of resources
- Help you to develop your study and IT skills
- Find information

# What you can do for us...

- Carry your ID card at all times
- Consider others by: treating everyone with respect, keeping noise to a minimum, switching off mobile phones, keeping the area tidy, placing litter in bins provided, not eating or drinking (except water in sports bottles)
- Return resources on time so they are available for others
- Check your work carefully before printing so you don't use up all your print credits
- Backup your files – don't lose essential work
- Treat resources with respect
- Use the Internet in an appropriate manner
- Ensure resources have been issued to you before you leave the library
- Only borrow resources for yourself – not your friends
- Look after your possessions – don't leave them unattended

# Take Care!

Ensure that you have checked location for fire exits – for quick escape in case of emergency.

Look after your eyes – recommended time on PCs is 1.5 hours.

Look after your posture - adjust your computer chair to the correct height and angle.

Report any broken equipment – don't try and mend it yourself.

## Contact us...

Millennium LRC – level 4

**0161 280 8446**

Prospects Open Access

**0161 280 8409**

Woodbury LRC

**0161 280 8259**