

Worthing College Library

1. The Library

The college library is located on the lower ground floor below the main reception area. The opening hours are **08:15 - 16:15 Monday to Friday** term time only. It provides students with a calm and inspiring place to study.

The library has the following seating available.

- ✚ 70 seats for quiet study and course work
- ✚ 17 seats with access to a desktop PC
- ✚ 1 desktop PC has an adjustable height desk and is designed to aid wheelchair users and students with disabilities.
- ✚ 1 desktop PC is set up for students to use as the library catalogue

2. Resources

The library has an updated book stock to support learning plus a great selection of both classic and new fiction designed to encourage reading for pleasure but also as a zone where students can relax quietly. Fiction books are colour coded according to genre to help students identify favourite reads and explore new ones. We also have a growing collection of graphic novels.



Non-fiction is organised by subject and includes a range of textbooks and wider reading materials. Coloured cubes denoting subject areas can be found on top of each bookcase and these help students to find where specific course books are located.

The books can be borrowed for 3 weeks at a time, and if nobody else has requested the book in question, they can also be renewed.

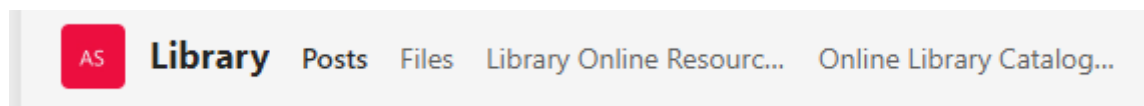
The library also subscribes to A level Review Magazine together with EMag and Media Magazine. These can be borrowed for 1 week only. Back copies of these magazines are available in hard copy form or online.

Laptops can be borrowed from the library as well as headphones for 1 day. As with books, students must present their college ID to borrow.

The key to borrowing anything from the library is to make sure that you always have your college identity card on you. Remember '**no ID, no resource.**'



3. Online Resources



The extensive library e-resources can be accessed via the student Teams portal. A library channel has been created and within this channel are library notifications and two tabs at the top of the page which allow access to the library catalogue and the e-resources.

The **Library Online Resources** tab provides access to the electronic databases the college library has available. Ask the staff if you would like a quick training session on their use.

The tab marked **Resources For Your Courses** will detail what resources, magazines and books will be of most to you on your chosen course.



The resources may also be accessed via CCGOnline.

4. Printing

The library printer is connected to the college network and will allow the printing of colour as well as black and white images. It also has a scanning facility.

You can top up your printer credits at the desk (cash only) or with a card through the online College shop. Once you have paid online, go to the library desk, show staff your email receipt and the credit will be applied to your account.

When logged into the printer, you can check your account balance and the costs of the print jobs you have sent to the printer. Ask the staff to show you how.

Printing costs are 1p for a black and white A4 page, 6p for colour and A3 printing is 2p and 12p.

5. Behaviour expectations in the library

We ask that you show **RESPECT** for:

Resources

Environment

Staff

Peers

Equipment

Culture

Technology

We can explain what this means in practice and, to be clear, we do ask that:

- phone calls are taken outside the library
- headphones are used if listening to music etc.
- food is eaten outside the library and
- noise is kept to a minimum

Should students choose not to conform, they will be reminded once and then they will be invited to move elsewhere.