

## Library Catalogue

This lists all the resources in the library. Look at the catalogue in the library or via the link in the library course in CCGOnline. You can also go to <https://catalogue.chigroup.ac.uk> on the internet.

## To borrow from the library...

You must have your student card to borrow from the library.

You can take up to 10 items. There is a limit of 4 DVDs at one time.



## How to reserve ...

If the item you want is on loan, you can reserve it at the library desk.

We will contact you as soon as it has been returned.

You can also reserve and renew items by logging into the online catalogue at <https://catalogue.chigroup.ac.uk> with your College Office365 account.

## CCGOnline

- Links to online resources such as full-text magazine and journal articles, revision guides and vocational resources.
- Access to thousands of e-books to read online or download.
- Guides to finding and using information to help with your course.
- Referencing, plagiarism and copyright advice

<https://ccgonline.chichester.ac.uk/course/view.php?id=2454>

## How to log on ...

**Username:** first 3 letters of your surname followed by your student number

**Password:** your date of birth in 8 digit format ddmmyyyy

\*Please do ask a member of staff for help.

\*Do bring your own device and log into the Eduroam wifi.



**Did you know:** We can help you with referencing and bibliographies, research, online research and resources, training and workshops. Speak to a member of staff at the desk for more information.

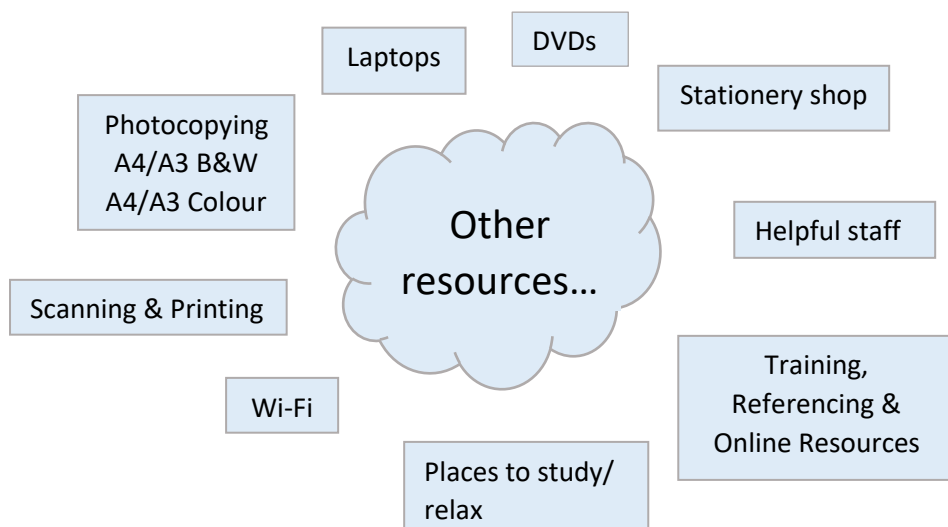
## Here to help

The library staff can help you locate resources, find information, use the computers, assist with photocopying, scanning and printing, and much more besides.

# Help

Visit the Library or our pages on CCGOnline for information skills and referencing help.

You can renew items and manage your own Library account by logging into the online catalogue at <https://catalogue.chigroup.ac.uk> with your College Office365 account.



## **Respect for others**

Help us maintain a pleasant environment by not eating in the library, putting your mobile phone on silent and going outside if you need to make a call.

# Library Guide

## Research & Resources

- ✓ Books
- ✓ E-books
- ✓ Text books
- ✓ Magazines
- ✓ E-journals
- ✓ DVDs



## Library Opening Hours

### **Term Time Only:**

Monday to Thursday 9.00am – 4.45pm  
Friday 9.00am – 4.30pm

## **Brinsbury College**

Contact us:

[lrc@chichester.ac.uk](mailto:lrc@chichester.ac.uk)

Telephone:

01243 812214 or

01243 786321 ext. 1033