

# Learning Resources @ Chichester College

## Guide for staff

### Where are the LRCs?

At Chichester campus the Learning Resources Centre (Library and Open Access Centre) is in E-block.

At Brinsbury campus the LRC (Library and Open Access IT centre) is in Jubilee Hall backing onto the pond.

There is also a comprehensive Learning Resources site in CCGOnline with links to online resources and much more.

### When are the LRCs open?

#### Chichester Campus

Term time		Outside Term time	
Monday to Thursday	8.30am-7.00pm	Monday to Friday	9.00am-5.00pm
Friday	8.30am-5.00pm		

#### Brinsbury Campus

Term time		Outside Term time	
Monday to Friday	9.00am-4.45pm	CLOSED	

### What will I find there?

- Books, magazines, DVDs, CDs, and more....
- Places to sit and study, including quiet study room
- Photocopier/printer/scanner
- Access to the internet for research
- Assistive technology for students with disabilities (Chichester campus)
- Computers for student use
- Specialist software e.g. Photoshop, Sage (Chichester campus)
- Laminating machine (Brinsbury campus)
- Audio-visual equipment for classroom use (Brinsbury campus)
- ILT equipment to borrow (cameras, PSPs etc.)
- Laptops to use on campus
- Stationery shop
- Wi-fi

Helpful staff to make sure you can find and use everything.

## What do I need to join the library?

Bring your staff ID card to the desk and we'll do the rest.  
Please bring your card whenever you want to borrow from the library.

## How many things can I borrow?

You can take up to twenty things. There is a limit of four DVDs at one time.

## How much does it cost?

Everything is free to borrow. Staff are not charged fines for overdue loans but please try to return or renew them by the date stamped. Renewals can be made in person, by phone, by email or online at <https://catalogue.chigroup.ac.uk>. To renew or reserve items, you will need to log into the catalogue with your college Office365 account.

## How do I find things in the library?

Just ask for our help whenever you want to find anything. You can also look it up yourself by searching the online library catalogue in the library, via the Other Systems link on the Staff Intranet or on the internet at <https://catalogue.chigroup.ac.uk>. There are signs on the end of the shelves in the library to guide you.

## The item I want is not on the shelf. What should I do?

Ask at the library desk, phone or e-mail us. We will reserve it for you and let you know by e-mail when it is ready to collect. You can also reserve online at <https://catalogue.chigroup.ac.uk> by logging in with your College Office365 account.

## What will I find on CCG Online?

- Links to online resources like e-books, full-text magazine and journal articles, revision guides and vocational resources
- Access to the library catalogue
- Guides to finding and using information to help with college courses
- Guides to referencing
- Help with using computers
- Copyright guidance

## Can I make photocopies?

Staff can make work-related copies using their staff accounts. If you want to make personal copies please ask at the desk. Copies cost 1p per A4 page for black and white and 6p per A4 page for colour.

## Is there WiFi access to the internet?

Yes. You can login to Eduroam with your College email username (abbreviated version, e.g. smithj@chichester.ac.uk) and password.

## What help can you give to my students?

- Finding appropriate resources to help with their assignments
  - Please liaise with us to ensure we buy the right library stock for your students
- Using computers and laptops to work on their assignments and do research
- Developing their skills
  - Please contact us to arrange induction tours
  - Both campus libraries offer subject relevant lessons or one-to-one support in research and referencing skills
- Providing support in using the resources and services of the LRCs

## What support do you offer to teachers?

- Finding learning resources
  - Books, journals, DVDs, online resources
- Planning assignments
  - Checking sources of information available to your students
- Reading lists
  - Checking and up-dating
- Copyright advice
- Supporting course submissions
  - Providing lists of resources currently available
  - Identifying potentially useful resources
- Adding value to your CCG Online courses and Teams channels
  - Incorporating links to library resources, such as e-books, articles and reading lists, on course pages
- Class visits for research, referencing and study skills. For research lessons, please let us know the topics in advance.

## How can you help with my own information needs?

- Support for your own learning
  - Identifying books and journals to help with professional development and subject research
  - Online searching, using our online resources and those of local universities
  - Writing reference lists and bibliographies
  - Finding any information
- Leisure use
  - Great things to borrow like journals and books including fiction, travel guides and much more (some resources are at Chichester campus but can be sent for collection at other campuses)
  - Quiet environment where you can relax with books and magazines to read

## Can I order books to buy?

Yes. The library can help with ordering departmental books. We need a budget code and authorisation from the budget holder. We are not able to order books for personal use. Both campus libraries also have useful items of stationery for sale.

## How can I recommend library resources for my courses?

Library resources can be recommended by contacting the liaison for your curriculum area. We are also pleased to meet with individual lecturers and curriculum teams to discuss the provision of learning resources.

Curriculum Area	Liaison
Art, Design & Media	<a href="#">Jeff Bone</a>
Business & Management	<a href="#">Fran Fryer</a>
Care	<a href="#">Jeff Bone</a>
Computing	<a href="#">Sue Blood</a>
Construction, including Furniture	<a href="#">Jeff Bone</a>
EFL & MFL	<a href="#">Fran Fryer</a>
Engineering	<a href="#">Sue Blood</a>
14-16 (Chichester)	<a href="#">Jeff Bone</a>
Hair & Beauty	<a href="#">Jeff Bone</a>
Hospitality & Tourism	<a href="#">Jeff Bone</a>
Maths, Science & Social Science	<a href="#">Frances Fryer</a>
Performing Arts	<a href="#">Jeff Bone</a>
Professional Development	<a href="#">Frances Fryer</a>
SLDD	<a href="#">Jeff Bone</a>
Skills for Life	<a href="#">Jeff Bone</a>
Sport & Public Services	<a href="#">Sue Blood</a>
Agriculture	<a href="#">Fran Fryer</a>
Animal Management, Veterinary Nursing & Dog Grooming	<a href="#">Fran Fryer</a>
Arboriculture & Horticulture	<a href="#">Fran Fryer</a>
Blacksmithing	<a href="#">Fran Fryer</a>
Equine & Farriery	<a href="#">Fran Fryer</a>

## Is there anything else I need to know?

To help us to keep an appropriate environment please turn your mobile phone to silent and go outside if you need to take a call.

Food is not allowed in the LRCs.

## How can I contact the LRCs?



Ext. 2218 Chichester campus Library  
Ext. 1033 Brinsbury campus LRC  
Ext 2101 Chichester campus Open Access Centre  
01243 812214 Chichester campus Library (Direct line)



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