

Other information

Please do not bring food or drinks into the Library or Learning Centre, and please respect other users by not using mobile phones or talking loudly. Please use headphones when listening to music/audio. If you wish to have group discussions, please go to reception or the refectory.

Children are not allowed in the Library or Learning Centre at any time.

E-resources

We also subscribe to a number of e-resources which are **free** to access via **OPENATHENS**. There is a link on Moodle, vle.morleycollege.ac.uk
Use your college email address and password to log in.

Note: Moodle will be phased out by the end of 2022.
Our materials will be moved to another platform, yet to be confirmed.

In addition JSTOR provides access to over 2700 journals and 2000 e-books.

www.jstor.org

Username: MorleyCollege

Password: knowledge2019

(use the login top right, not via your institution)



OPENING HOURS

Library

Monday—Thursday: 9.30am—7.00pm Friday: 9.30am—6.00pm

Term time only



020 7450 1828



library@morleycollege.ac.uk

Learning Centre

Monday—Thursday: 9.30am—6.45pm Friday: 9.30am—5.45pm

Term time only



020 7450 1827

Library & Learning Centre Guide for students



What does the library offer?

The library has books, easy readers, sheet music, music CDs, DVDs, CDs for language learning, CD-ROMs, and journals.

We have study spaces and a small learning centre.

You can borrow up to six items at a time for three weeks. You may renew an item up to five times unless it is needed by another borrower. No fines will be charged on overdue items but we ask that you do not keep items longer than needed.

All items must be returned at the end of the academic year.

Managing your loans

You can email or call the library to renew items.

The library catalogue is also available online via Moodle.

We recommend that you take charge of your own library loans by using the **MyCirqa** App, or via the library catalogue. You will need a PIN for this which we can supply when you enrol. The **MyCirqa** App is available for Apple and Android.



How can I reserve an item?

You can reserve items through the Library desk or by logging onto the library catalogue; staff will contact you by phone or email when the item is available.

What happens if I lose or damage an item?

We will ask you to pay the cost of replacement, or you can supply a new copy yourself.

How can I return items if the library is closed?

We have a letter box in the main library door. If a book is too big, please leave it at the College Reception desk.

Computer facilities

The computers in the Lower Library are provided for course-related work only. There are 11 PCs, a colour printer/photocopier and three scanners. Access to computers is limited to 3 hours per day with the first session set at 1.5 hours. You may request an extension if you need more time, subject to availability. You can book in advance up to a week ahead.

There are also three MACs in the main library, one of which has an additional piano keyboard and Logic Pro software. These are not bookable and can be used on a first come first served basis.

Headphones are supplied, but you may wish to bring your own.

How do I log on to the computers?

Your username for the computers is your **student number**.

IT Services will contact you soon after you enrol and provide an initial password.

You may use any computer that is free and showing the Netloan screen. Look at the top right of the screen to see how long it is available for. You will be reminded you when your time is running out.



Will there be someone to help me?

Members of the library team can reset passwords and look up PINs for printing, but we are unable to offer one-to-one teaching on software packages. Help guides are available in the centre.

Can I book a computer or scanner in advance?

Yes, you can do this by telephone (020 7450 1827), by email or at the Helpdesk. You will need to quote your **student number**. You are advised to do this if you wish to use any of the specialist software.

All PCs have MS Office 2016 and Adobe Pro DC. Other software is installed on:

PC1	A4 scanner
PC2	A3 scanner
PCs 3, 4, 5, 6	SAGE
PCs 8, 9, 10, 11	Adobe Creative Suite and A4 A4 scanner on PC11

You can also use the photocopier to scan documents.



Where can I save my work?

We recommend that you only save your work under your number on the H drive or on OneDrive. Be careful NOT to save work in Documents or on the Desktop, as these files will be deleted as soon as you log out. You may wish to back up your files on a memory stick or email them to yourself.

How can I print my work?

The printer/copier can print up to A3 size, colour or black & white. We also stock coloured paper, card and transparencies.

All students have given an initial credit of £2.50. Your balance will reduce as you copy. You can top up your credit using cash or card. Please ask the library staff.

To print documents from a computer you need to select either:

Secure Print **Black and White** VM-papercut01 for **black and white** prints or
Secure Print **Colour** VM-papercut01 for **colour**



Go to the photocopier and log in with your PIN and select Print Release.

To photocopy, log in with your PIN, choose **Device Function** and select **Copy**. Set up your preferences and print.



Copying/printing charges

A4 black & white	5p per side	A4 colour 10p per side
A3 black & white	10p per side	A3 colour 20p per side
A4 transparencies	20p extra	

E-safety

The college takes your online safety seriously by requiring you to protect your account with a password which we are not able to access. You should never allow anyone else to use your account and you should log out when your session has finished to protect your data.

Use of College IT facilities

Internet use is subject to the College's Information Systems Acceptable Use Policy, attempts to access unsuitable material will result in suspension of your account and disciplinary action will be taken in accordance with the College's Student Disciplinary Code. The full document can be found at www.morleycollege.ac.uk/