

Library Helpsheets

1. Join the library

To join the library, all you need to do is bring in some official proof of your name and address e.g. your learning agreement or driving licence, a bill.

2. Use the library

The libraries are open: Mon – Thurs: 8.45 – 20.00, Fri: 8.45 – 16.30 in term time.

Queen's Gardens is also open Mon – Thurs: 8.15 until 21.00, Fri: 8.15 – 16.30 and Sat: 10.00-16.00. You can borrow up to 7 items at a time (or 10 if you are a Higher Education student) and books are normally loaned for 2 weeks at a time.

3. Use the PCs

All the libraries have drop in PCs you can use. Your username is your enrolment number (written on your library card) and if you haven't logged on before your password will be ssDDMMYY where ss is the first two letters of your surname in lowercase and DDMMYY is your date of birth. If you find the PCs are busy, why not use the **PC booking system** to make sure one is available when you need one.

4. Use the online catalogue

To find out if we have a particular book, try using our **online catalogue**. This is available near the library desks or through the library website. You can also use it to check which books you have out on loan and renew them if they are not reserved by someone else.

5. Reserve the book you want

If a book is on loan you can have it **held** for you when it is returned. You can do this yourself using the online catalogue or you can ask the staff at the desk to place a **reservation** for you.

6. Look at a subject guide

These little purple leaflets show the different sections of the library which you might find useful for your subject.

7. Use the library website

Go to <http://library.hull-college.ac.uk> to find out more about our services and resources including: our online catalogue; journals; e-resources; subject guides and helpsheets.

8. Use our e-resources

The library subscribes to a range of online or **e-resources** available on the Internet. These include: back issues of newspapers and magazines; careers information; directories and databases of images you can use in your work. There is a list of these resources on the library website and helpsheets on these resources are available in all libraries.

9. Learn more about the library

More information about library services and e-resources is available on **Moodle** under **Information & Libraries**.

10. Ask the library staff when you need help

Our trained staff are available in all our libraries to help you find the information you need to help you with your studies. Please ask the library desk if you need any help:

- Finding a particular book
- Finding information on a particular topic
- Finding out a particular fact or piece of information
- Using a PC

<http://library.hull-college.ac.uk>

This document is available in an alternative format upon request.