UNIVERSITY CENTRE LIBRARY
A GUIDE TO USING YOUR LIBRARY: FOR ALL SUBJECTS

1. THE NOTICEBOARD & IMPORTANT INFORMATION
   Updated 09/07/2019

2. THE LIBRARY OPENING HOURS & VISITOR ACCESS
   Updated 09/07/2019

3. LIBRARY WORKSHOPS & INDIVIDUAL SUPPORT
   Updated 09/07/2019

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   Updated 09/07/2019

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   Updated 09/07/2019

8. STUDENT CODE OF CONDUCT IN THE LIBRARY
   Updated 09/07/2019

ucldesk@blackburn.ac.uk 01254 292165
CHANGES TO BORROWING AT BLACKBURN COLLEGE LIBRARY

We have had a lot of feedback from you about borrowing our print books and the difficulty you sometimes experience in getting hold of them.

We really appreciate getting this information from you and it is clear to us that this is a priority issue.

To address this, we have put several things in place to increase the availability of books for you:

- Stopping renewals on books with the option to re-borrow it after 24 hours or if a duplicate copy is available on the library shelves.
- Removing the option to borrow two copies of the same title
- Increase in charges for the return of late items:
  - Standard loan – 25p a day
  - Short loan – 50p a day
- Block on Library PC access once a book is 5 days overdue.
- There is no maximum fine limit

LIBRARY OVERDUE CHARGES

<table>
<thead>
<tr>
<th>Type</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Loan</td>
<td>25p per day</td>
</tr>
<tr>
<td>Short Loan</td>
<td>50p per day</td>
</tr>
</tbody>
</table>

PLEASE NOTE – you can only renew a book if a duplicate copy is available on the library shelves. A block will be placed on Library PC access once a book is 5 days overdue.
THE LIBRARY OPENING HOURS & VISITOR ACCESS
(Tap the home button to return to the main menu)

<table>
<thead>
<tr>
<th>BEACON CENTRE LIBRARY – Term time</th>
<th>UNIVERSITY CENTRE LIBRARY – Term time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 08.30 – 17.00</td>
<td>Monday 08.30 – 20.00</td>
</tr>
<tr>
<td>Tuesday 08.30 – 17.00</td>
<td>Tuesday 08.30 – 20.00</td>
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<tr>
<td>Wednesday 08.30 – 17.00</td>
<td>Wednesday 08.30 – 20.00</td>
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<tr>
<td>Thursday 08.30 – 17.00</td>
<td>Thursday 08.30 – 20.00</td>
</tr>
<tr>
<td>Friday 09.00 – 16.30</td>
<td>Friday 09.00 – 16.30</td>
</tr>
</tbody>
</table>

Many of our resources are available 24/7: LIBRARY CATALOGUE LIBRARY WEBSITE

VISITORS TO BLACKBURN COLLEGE LIBRARY SERVICE

You must first acquire a visitor’s pass from the Beacon Centre Reception. All visitors are required to leave before 18:00, or 16:30 on Fridays.

As a visitor to the College Library you will be required to:

- Only use the University Centre Library
- Report to The University Centre Library Service Desk to sign in and out of the Library
- Follow the Code of Conduct (section 7 of this document)
- Sign out and leave before 18:00 at both the Library and College Reception

Blackburn College Reception closes at 18:00 Monday to Thursday and 16:30 on Fridays. Please be aware that University Centre Library closes at 16:30 on Fridays too.

When visiting, we ask you to bring two forms of identification:

1. Proof of your name and address, this can be:
   - A bank statement or bill dated within the last three months with your name and address.
2. A piece of photographic ID; this can be:
   - A current and valid UK College or University ID card; passport or driving licence.

You will need to present both forms of ID at the Beacon Centre Reception. There is a short form for you to complete but you will then be given a visitor’s pass and lanyard which you must wear around your neck and ensure is visible at all times until you sign out and return it at Beacon Centre Reception.

We offer library visitors a place to study, the use of print resources for the purpose of individual research and study on a reference only basis and access to our WiFi (BBColl).

Library visitors are only allowed access to the library, toilet and cafe facilities on the ground floor of our University Centre. Access to the prayer room and other facilities, buildings or areas around the Campus and buildings are not allowed. Library visitors should also be aware that only minimal support will be available from the library staff. Therefore, visitors should make sure they have the library and information skills necessary to interrogate catalogues and locate material on the shelf for themselves.

Access to the library is conditional upon the visitor agreeing to be bound by the Library Service and institution’s Codes of Conduct and therefore, access could be withdrawn for infringement at any time.
THE LIBRARY OFFERS DROP-IN WORKSHOPS ON:

**LIBRARY CATALOGUE**

- How to search the library catalogue and locate books
- How to request and reserve library books
- How to manage your borrowing account
- How to find and navigate your way around an E-book

3.00pm – 3.30pm

**GETTING THE MOST OUT OF YOUR LIBRARY**

- How to find millions of articles from our e-journals, databases and iSearch.
- Search strategies and information skills tips.
- How to cast your net wider in the literature search.
- The inter-library loan scheme and student buy on-demand schemes

3.30pm – 4.00pm

**STUDENT EMAIL, ONEDRIVE AND OFFICE ONLINE**

- How to access your student email.
- How to sync your student email to your mobile device.
- How to download FREE MS office.
- How to access and use OneDrive and Office Online

4.00pm – 4.30pm

**TURNITIN**

- How to submit your assignment to Turnitin
- How to access feedback in Turnitin

4.30pm – 5.00pm

The drop-in sessions cover 4 different topics each lasting up to 30 minutes. You are welcome to attend any or all of the sessions. Places are limited to 6 students per session and will be allocated on a first come first served basis.

**When:** Every Wednesday – 3.00pm – 5.00pm

**Where:** The University Centre Library – Boardroom

**ONE-TO-ONE SUPPORT**

The University Centre Library offers one-to-one support to students on a wide range of library topics including finding and using library resources and information.

**TO REQUEST AN APPOINTMENT OR CONTACT US:**

Phone: 01254 292165
Email: ucldesk@blackburn.ac.uk
Face-to-Face: University Centre Library
YOUR USERNAME AND PASSWORD

To enable you to use any of our PCs and online resources you will have to know your username and password – these can be worked out very easily:

**USERNAME**
- Your 8 digit ID number

**PASSWORD**
- Your first initial (UPPERCASE)
- Your second initial (lowercase)
- Your 8 digit date of birth

Jane Gallagher-Caulfield was born on the 2nd April 2002. Her username is 20210000 and her password is Jg02042002

Once you have successfully logged in to a College PC you can change your password as follows:
- Press Ctrl+Alt+Del keys
- Click on the ‘CHANGE A PASSWORD’ option shown on the screen
- Type in your old password
- Press the Tab key and enter your new password
  - Your new password must meet the following complexity requirements:
    - MUST contain a minimum of 8 characters including; 1 uppercase, 1 lowercase and 1 number
    - MUST not contain your name or your student ID number
- Press the Tab key again and retype your new password in the ‘Confirm New Password’ box
- Click on the arrow icon

Alternatively, Library staff can reset your password for you at the helpdesk – you will need your ID card

UNLOCKING YOUR STUDENT ACCOUNT

If you enter an incorrect password 3 times, your account will automatically be locked. Library staff can unlock your account for you at the Library helpdesk – you will need your ID card

SETTING UP YOUR STUDENT EMAIL:
- Navigate to Moodle and from the ‘Email’ drop-down menu select ‘Student Email & OneDrive’
- Enter your email address: yourIDnumber@live.blackburn.ac.uk
- Select the correct time zone ‘GMT 00:00, Lisbon, Dublin, Edinburgh, London’
- Select the ‘Mail’ option

Jane Gallagher-Caulfield's email address is 20210000@live.blackburn.ac.uk
There are 2 printers in the Library, you can print in A3 and A4, in black & white and colour. The printers are multi-functional so you can photocopy, print or scan documents. You will need to install the Library printer before you can print your work.

HOW TO INSTALL THE LIBRARY PRINTER:

- Double click the 'Library Printers' icon on your desktop
- Click 'Connect' under the 'Printer Actions' heading – on the left-hand side
- When prompted click ‘Yes’ and wait for the printer to install

Or type papercut/printers into your URL browser from a College computer

PRINTING CHARGES:

<table>
<thead>
<tr>
<th>SIZE</th>
<th>BLACK &amp; WHITE</th>
<th>COLOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Single</td>
<td>£0.05</td>
<td>£0.30</td>
</tr>
<tr>
<td>A4 Duplex</td>
<td>£0.08</td>
<td>£0.58</td>
</tr>
<tr>
<td>A3 Single</td>
<td>£0.10</td>
<td>£0.60</td>
</tr>
<tr>
<td>A3 Duplex</td>
<td>£0.18</td>
<td>£1.18</td>
</tr>
</tbody>
</table>

HOW TO PRINT IN COLOUR:

- Go to File > Print
- Select the ‘Library Printers’ from the Printer drop-down menu.
- Click on the Printer Properties link under the printer name – if you are printing a PDF or from the internet you will need to select the ‘Preferences’ button
- Select the ‘Colour’ option from the drop-down menu or uncheck the ‘Greyscale’ box
- Click ‘OK’
- Click ‘Print’

HOW TO ONLY PRINT CERTAIN PAGES FROM YOUR DOCUMENT

- Type the numbers of the pages you want to print in the ‘Page Range’ field, separated by commas (1, 4, 7)
- Use a dash if you want to print a range of pages (2-5)

Use the printing charges information above to work out how much your prints should be before releasing them at the printer, if you make a mistake you will not be refunded.

If you need any help with printing your work more economically or installing the Library printer just ask a member of staff at the library helpdesk.
THE LIBRARY HELPDESK:

- We can help with questions about your Library account
  - Borrowing and renewing items
  - Paying a fine
- We can help you find items using the Library Catalogue
- Top-up your printing credit
- Book a PC
- Book a study room
- Unlock your network account (if you’ve entered an incorrect password 3 times)
- Reset your password
- Buy stationery

LIBRARY STAFF:

- Patrol study areas to ensure the people are adhering to the Library rules
- Help ensure that Health and Safety policies and guidelines are being followed
- Help ensure everybody is given an equal chance to study in an environment that is conducive to learning and research

BOOKING THE BOARDROOM:

- The ‘Boardroom’ is a unique student resource based on the First Floor of UCL. It is intended for groups of students who need a space for group work or to practice their presentations. To book this room, students should enquire at the Service Desk. Students are advised to book ahead as this resource is very popular. Bookings are limited to 1.5 hour sessions per group.

  NB. Please be on time as your booking will be cancelled if you do not show up within 10 minutes of the start of your booking.

BOOKING A PC:

<table>
<thead>
<tr>
<th>EXPRESS EMAIL &amp; PRINT AREA PCs</th>
<th>GROUND FLOOR OPEN ACCESS PCs</th>
<th>SILENT PC SUITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No need to book with staff at the helpdesk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• You can use these PCs for up to 30 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No need to book with staff at the helpdesk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Must be booked with staff at the helpdesk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Silent, individual work only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• You cannot sit together with friends or choose a specific PC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENCYPETING YOUR USB MEMORY STICK
(Tap the home button to return to the main menu)
STUDENT CODE OF CONDUCT IN LIBRARIES

The library is a place for study and you are expected to work quietly without disrupting or disturbing other Library users. Rude or aggressive behaviour directed at a member of staff or another Library user will not be tolerated.

<table>
<thead>
<tr>
<th>BEHAVIOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>When visiting the Library we expect you to:</td>
</tr>
<tr>
<td>• Treat other users and Library staff with courtesy and respect</td>
</tr>
<tr>
<td>• Not to misuse or damage any furniture, equipment or learning resource.</td>
</tr>
<tr>
<td>(Should this occur you will be liable for any damage i.e. paying for a replacement)</td>
</tr>
<tr>
<td>• Leave your study area tidy and clear, do not leave your mess for someone else to clean-up</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOISE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect others working quietly around you:</td>
</tr>
<tr>
<td>• Choose the appropriate study area for you e.g. Quiet, Silent, Study Room and follow the guidelines for each area and ensure you don’t disturb other people studying</td>
</tr>
<tr>
<td>• Ensure any mobile phones and other devices are switched to silent</td>
</tr>
<tr>
<td>• Use headphones for any audio requirements</td>
</tr>
<tr>
<td>• Do not use the facilities for solely socialising with friends, you are expected to use the other social and meeting places elsewhere on campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure you have your ID card with you at all times:</td>
</tr>
<tr>
<td>• Wear it around your neck; on its lanyard and visible to Library staff</td>
</tr>
<tr>
<td>• You will be refused entry to the Library if you do not have it</td>
</tr>
<tr>
<td>• Do not use someone else’s card</td>
</tr>
<tr>
<td>• Do not lend your card to someone else</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOOD AND DRINK</th>
</tr>
</thead>
<tbody>
<tr>
<td>No food or drink is allowed in the library:</td>
</tr>
<tr>
<td>• Ask at the helpdesk for a cup if you would like a drink from the water cooler</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t think these rules apply to you? This is what we do:</td>
</tr>
<tr>
<td>• If you don’t follow this Code of Conduct and the Library rules you can be asked to leave the library</td>
</tr>
<tr>
<td>• You will be asked once to behave appropriately and stop any disruptive behaviour. If your behaviour does not improve security will be informed and you will be removed from the Library. Your behaviour will be reported to your tutor or Head of School/Studies which may result in bans from using computers and/or access to the Library</td>
</tr>
</tbody>
</table>