To provide the best resources for your students you need to work together with your Subject Librarian by:

- Inviting your Librarian to course committee meetings. Providing up-to-date information on reading lists and assignment topics
- Recommending books and material for purchase
- Keeping Librarians informed about changes to courses
- Ensuring that Librarians know about new courses in advance
- Getting to know the stock in your area so that you can advise students
- Directing students to the LRC’s e-Library resources

Full contact details for your Subject Librarian are on the Subject Resources pages on the LRC website.

http://don.libguides.com/subjects

We aim to provide a clean, comfortable and safe learning environment and protect learning resources

- Do not consume food or drink in the area
- Use all areas in a quiet, considerate manner
- Promote computer use for independent study by students
- Support Learning Resources staff
**Collections**

We have a variety of material available including:
- Books
- Journals
- DVDs
- Newspapers
- E-books

You can use the Web Catalogue or DISCOVER to search for items and also reserve items that are already on loan.

If you have a book list or recommended reading list please discuss this with your Subject Librarian to ensure that material is available in the LRC.

**Reservations and Inter-Library Loans**

If you can't find what you want on the shelves you can:
- Reserve it via the Web Catalogue
- Request an inter-site loan
- Request an inter-library loan

**Study Areas**

Quiet and silent study areas are provided for individual study.

Group study areas are available in the open LRC area. There are 4 quiet study rooms in the Study Centre on level 4 of the LRC at the Hub, which can be booked in advance by students.

Staff may enquire about the availability of the Hub LRC Seminar room for one off advance bookings.

**Computer access**

All staff and students have their individual username and password provided by CTS. Login information must not be shared.

Computers in the LRC are generally for open access independent study. The LRC at the Hub has 2 locations which can be booked by staff for group work accompanied by the tutor.

Details are available on the help sheet 'Using computers in the LRC' located on the Learning Resources public file library.

**Photocopying**

Photocopiers (MFDs) are available in the LRCs. Teaching material and bulk photocopying should be undertaken within teaching departments or directed to Reprographics. You can leave documents for reprographics at level 3 reception at the Hub.

All users must abide by the copyright law as displayed on the posters at the photocopiers.

**Sales**

The LRC reception desks stock a good supply of stationery and computer related items for purchase.

**User Services**

The **LRC Website and E-Library**

**The LRC website**

This provides a wealth of information about our services and connects you to a variety of online resources including:

- **Discover**: Use it to search for books, journal articles, e-books, reports, newspapers and images in our collections from a single Google style search box. Most results are full text.
- **Web Catalogue**: Lists and locates the books, journals and DVDs in our collections.
- **Renew your books**: You can login to your borrowing account to view, renew and reserve items. Ask LRC staff for your **user ID** and **PIN**.
- **E-Library**: A full list of all our online collections.
- **Subject Resources**: Useful information for your course and related subjects maintained by your Librarian.
- **LRC News & Blog**: Find out what’s happening in the LRC. You can ask us a question or leave a comment.
- **Blackboard**: Access to your online classroom

**Get Connected**

Access the LRC's online resources from anywhere via the LRC website at:

http://www.don.ac.uk/lrc

Login to your online services with your full staff login: eg firstname.secondname@don.ac.uk then your usual staff login password.

**Information Skills**

The **Welcome Show** is presented in the LRC and introduces new students to the LRCs. There is also a link to it on the LRC homepage. Follow this up with an information skills tutorial which will equip you and your students with the expertise to navigate around the resources and get the best from them.

These can be tailored to your needs and can include:
- Finding information using the internet
- Getting the most from e-resources
- Harvard referencing
- Read Write Gold
- Turnitin

Contact your subject librarian to arrange a session. Please also inform librarians of any Library skills activities you are planning independently to ensure that your needs can be met.