What can your college library do for you?

You might be surprised!

Whether you are a member staff or a student, your college library can support you in a number of ways!

- Borrowing books
- General IT Support
- Online resources & subject support
- A space to work and study
- Stationery and College ID cards

**BOOKS**

BORROWING AND RESERVING

Any member of the Manchester College - Staff or Students can **borrow books** for up to three weeks.

Our books **automatically renew** until the end of each term so you don’t need to worry about fines.

If the book you need is not on site then we can arrange for it to be sent over from another of our libraries.

You can also **reserve books** if they are already on loan.

In addition to this, we have access to a vast library of **eBooks** as well as a wide range of online and physical journals.

**A SPACE TO WORK AND STUDY**

Our college libraries are your college libraries, too. We aim to ensure that our libraries are positive spaces for everybody to study and work.

Every library offers computer access for students and staff, and both class and individual computer sessions can be booked at the library desk.

The days of silent libraries are long in the past; we only ask that you are respectful of other people around you and mindful of the work they are doing.

**GENERAL IT SUPPORT**

The library is your **first point of contact** for any IT-related queries.

We can assist with:

- Password resets - students and staff alike
- Library VDI support
- Printing - now possible from your own device
- WiFi and internet connectivity
- Microsoft Office 365 support
- Any other general faults or troubleshooting
- Booking library VDIs for classes or just for yourself

**STATIONERY**

In addition to everything else, the library is there for you when you have forgotten your pen, or you desperately need a calculator or some graph paper.

We keep our prices as low as possible, so please ask at the library desk for all your stationery needs.

**COLLEGE ID CARDS**

We provide Student ID cards and support you with how to use it for building access and printer usage.

We can also issue replacements at the cost of £2.50

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MORE THAN JUST BOOKS
Everyone knows that the library is the place to go to borrow books, but our modern libraries can offer so much more than this.

We can help you with online resources, computer access, study skills, and basic IT skills too.

Our knowledgeable and professional team are always eager to help you with whatever questions you might have.

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PROMOTING LITERACY
Many of our students take part in our Reading Ahead program - in today’s world we all need to make time to read so ask your librarian for details of how to get involved!

ONLINE RESOURCES
Each subject area has a whole host of subject support resources available online through the library website and our fantastic LibGuides.

At the time of writing we currently have access to 28 online databases and resources, so no matter what your subject area is, you can always find high-quality online support.

LIBGUIDES
Our fantastic team of librarians have built and compiled LibGuides specific to each subject area. Every major book, eBook, journal and online resource is clearly linked to each guide, making it quick and easy for you to find the right resource.

See below for a few examples.

Drama online
Excellent online resource for plays, critical analysis and performance. Lots of full-text plays and playwright information.

Phillip Allan Archive
Journal database including journals for: Biological Sciences, Business, Chemistry, Economics, English, PE, Physics, Politics, Psychology and Sociology.
Ask library staff for the username and password.

Emerald
Emerald is a publisher of business and management information; includes more than 290 journals and over 2,000 books, as well as an extensive range of online products and additional customer resources.

Box of Broadcasts
BoB is an on demand TV and radio service for education. Programmes from over 65 free-to-air channels, and an extensive archive.

REFERENCES
Most of our subjects use Harvard referencing (those associated with Sheffield hallam may use APA instead). Our team of librarians can provide additional support to that which your tutor will provide. Ask your librarian for one-to-one or group sessions to further your understanding of referencing. We also have guides for you to keep give yourself peace of mind.

ACADEMIC WRITING SUPPORT
From the study skills tab on the library home page, you will be able to find a host of resources to help you with Academic Writing.

Simply visit library.tmc.ac.uk or ask your librarian to help you.

RESEARCH
Within the team we have subject specialists who can assist you in research and steer you in the right direction for your studies. You can also look on the study skills tab on the library home page for links to helpful resources.

STUDY SKILLS
Studying affectively is more than just knowing your subject. Building a solid base of skills useful for study is very important for fulfilling your potential without the need for working yourself to the bone.

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