



LIBRARY AND STUDY CENTRE

A guide to the services and facilities available

carmel
college

Inspiring minds.
Shaping futures.



Resources available

Books/DVDs

We have a stock of over **15,000** resources covering all subjects, as well as general fiction novels and a wide selection of DVDs. We update our stock on a regular basis keeping up to date with exam board specifications.

All of our resources are catalogued on our Library Management System and can be accessed by all students via the college intranet. Most of our resources are laid out according to the Dewey Decimal System in subject areas, making resources easy to locate, however, if you need any help locating a particular item or subject area, please ask a member of staff at the counter.

Journals and Reference Collection

We currently subscribe to over **30 journals**, covering most subject areas and some of general interests for use within the Library. Current copies and back issues can be located at the rear of the Library. The Library also stocks dictionaries, encyclopaedias, web directories and other reference materials.

I.T. Facilities

There are over **90 networked computers** and laptops available. Each has access to the internet, word processing programs and subject specific software. Computers are accessed by using individual usernames and passwords issued to all students.

Printing/Photocopying/Scanning Facilities

There are **2 multi-function printers** situated within the Library. All printers within the college are networked, allowing students to collect work they have scheduled to print from any printer situated on site. Printing and photocopying incur a small charge.

Online resources

The Library currently subscribes to 17 online resources including over 3,500 ebooks, magazine and journal archives, interactive physiology resources, media databases and much more. These are all accessed via the Library pages on the college intranet site. Students can access these resources wherever they have internet access.

Liverpool University Library

Carmel College students are also entitled to search and use the wide range of resources at Liverpool University Library. Access is restricted and subject to certain conditions. Please ask for more information.

Stationery Shop

The Library operates a well-stocked and reasonably priced stationery shop, selling a variety of items, from pens and refill pads to calculators and exam packs. Price lists are available in the Library and on the college intranet and purchases can be made at the Library counter. The Library also has binding and laminating facilities.

Suggestions Box

Library staff aim to provide all the resources and assistance you require to make your time at Carmel successful. However, if you feel there are gaps in our provision, please let us know. A 'Suggestions Box' is situated at the back of the Library and we welcome any sensible suggestions you may have.

Code of Conduct

The Library is provided for quiet study and purposeful learning. Please respect the needs of fellow students by working quietly and following our code of conduct:

- Food & drink are not allowed at any time
- Mobile phones should be switched to silent
- Internet access is available to all students, however it must only be used for areas relevant to study
- All users are responsible for materials borrowed in their name
- Portable media players must not be heard by others
- Coats and bags must not be left on tables

Library staff reserve the right to ask anyone not working appropriately to leave.

Joining/Borrowing/Renewing

All students are issued with a **Student I.D. Card** at the beginning of their course; this is also your library card. You must produce this card when wanting to borrow items.

You may borrow up to **4 books** at any one time. **Most books may be borrowed for 2 weeks** - always check the label as some books are 3 day, 7 day loan or reference only.

A book can be renewed as often as needed - as long as another user hasn't reserved it. Reservation requests can be made at the counter. When the book is available you will be notified via email.





Sources of help

Study Centre

This is the silent section of the Library where students can work without any distractions.

Study Support

Students can get advice on the following to help with their studies:

- Time management and organisation
- Exam technique and revision skills
- Meeting deadlines and essay writing

Students can also receive support if they have a specific learning difficulty for example dyslexia or a medical condition which affects their studies.

The Study Support Staff are located within the Library.

Opening Hours


The Library & Study Centre is open
Monday – Friday **8.30am - 5pm**



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