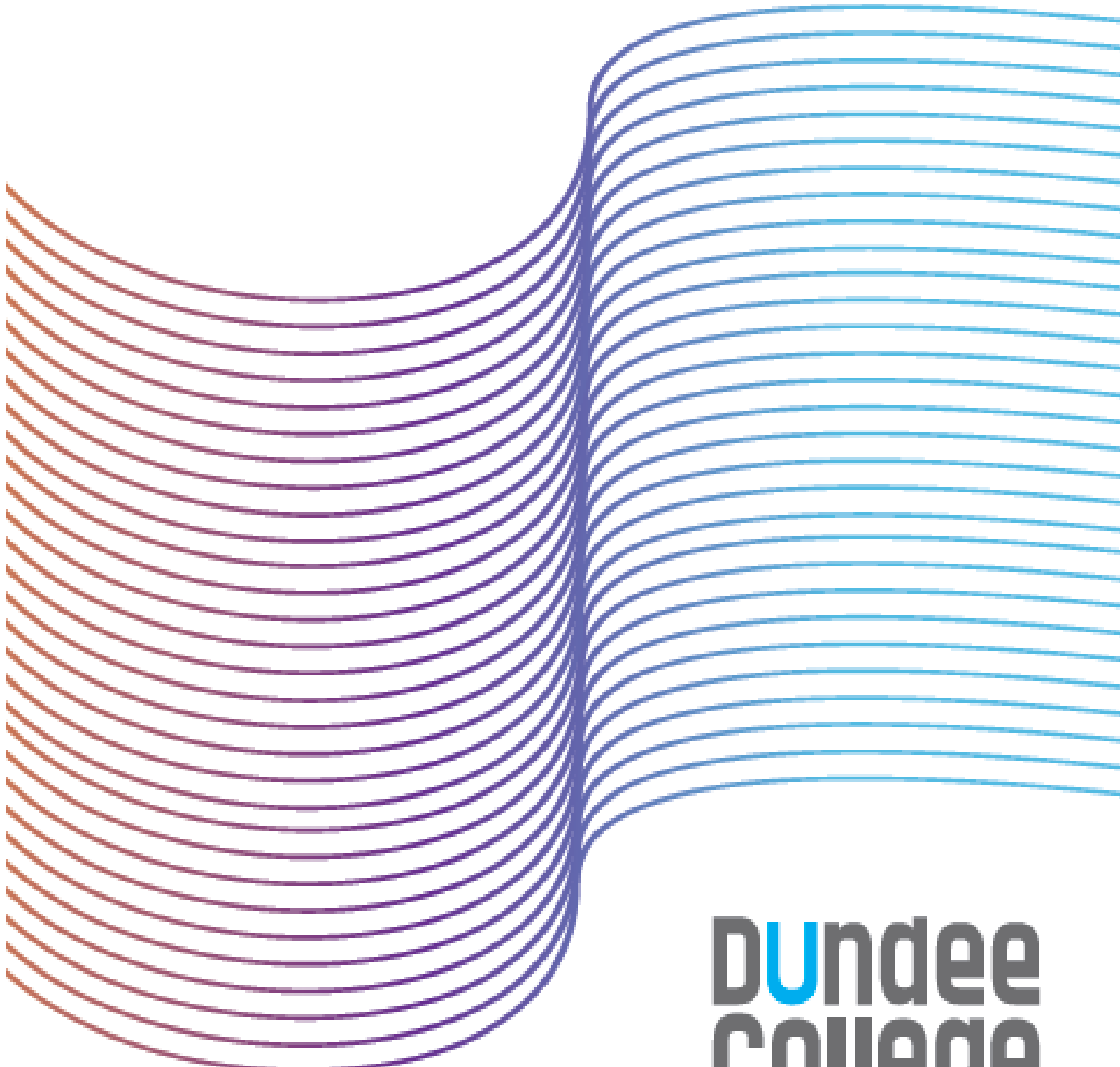


USERGUIDE 09/10
library&learningcentres

COMIC EDITION



Dundee
College

RAISING AWARENESS, REALISING SUCCESS
www.dundeecollege.ac.uk

Welcome to Dundee College Libraries + Learning Centres!



HI! WELCOME
TO THE LIBRARY



I HELPED
PICK SOME
OF THE
BOOKS

THERE ARE
LOADS OF
GREATS BOOKS,
MAGAZINES +
DVDS!



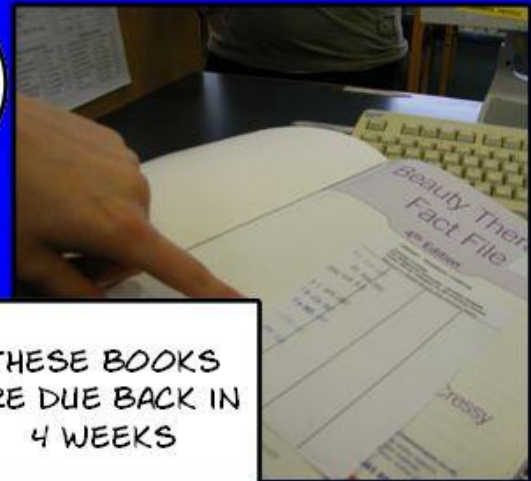
IT'S EASY TO
JOIN THE
LIBRARY - JUST
COMPLETE THE
REGISTRATION
FORM



THIS IS MY LIBRARY
CARD. IT ALLOWS ME
TO BORROW BOOKS



I CAN BORROW
6 BOOKS AT A
TIME



THESE BOOKS
ARE DUE BACK IN
4 WEEKS



CAN I BORROW THESE BOOKS FOR LONGER?



YES, YOU CAN RENEW YOUR BOOKS ONLINE, IN PERSON AND ON THE PHONE



WHERE DID YOU GET THAT?

YOU CAN BUY DIFFERENT TYPES OF STATIONERY FROM THE DESK



HOW MUCH IS IT TO MAKE A COPY?

IT'S 10P PER SHEET OR YOU CAN BUY A CARD

YOU CAN WATCH DVDS AND VIDEOS IN THE LIBRARY



REMEMBER TO ASK FOR HEADPHONES!

THIS IS THE BOOK I PICKED



I'M GOING TO BORROW HIGH SCHOOL MUSICAL

THE BEANO IS MY FAVOURITE!
DENNIS IS WICKED



I LOVE SHOUT!

YOU CAN GET A CAPPUCCINO OR A LATTE



WHAT A GREAT SELECTION OF BOOKS!

REMEMBER YOU CAN'T BRING HOT FOOD INTO THE LIBRARY THOUGH!

PLEASE REMEMBER TO TIDY UP YOUR RUBBISH BEFORE YOU LEAVE



CAN I DO MY ECDL?

YES! YOU CAN DO ANY OPEN LEARNING COURSE. JUST ASK AT THE DESK

TYPE IN THE TITLE OR SUBJECT AREA OF THE BOOK YOU WANT TO FIND. REMEMBER TO SPELL IT CORRECTLY, THEN PRESS 'SEARCH'

HOW DO I FIND A BOOK?



BY USING THE LIBRARY CATALOGUE. IT IS A BIG DATABASE THAT HOLDS ALL THE INFORMATION ABOUT LIBRARY RESOURCES. YOU CAN SEARCH FROM ANY PC - USE THE LINK ON THE LIBRARY WEBPAGE!

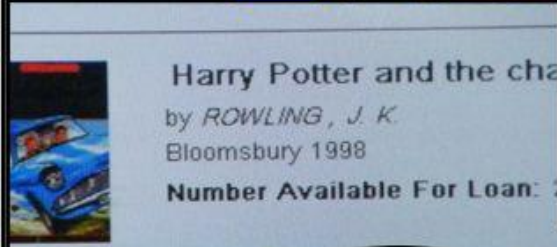
ALL OF THE MATCHES WILL NOW BE DISPLAYED! WRITE DOWN THE SHELF MARK


MATCH THE SHELF MARK TO THE ONE ON THE BOOK

I SEE! NOW I KNOW WHAT THE LETTERS + NUMBERS MEAN!


ALL THE BOOKS ARE ORGANISED BY SUBJECT AREA. IT'S KNOWN AS THE DEWEY SYSTEM

REMEMBER TO ASK FOR HELP IF YOU NEED IT






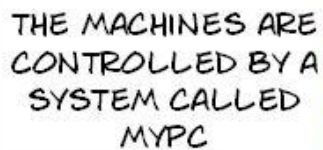
STUDENTS CAN USE PCS IN ANY LIBRARY AND LEARNING CENTRES



YES, ALL STUDENTS ARE GIVEN AN ACCOUNT WHEN THEY ENROL IN THE LIBRARY




DO I NEED AN ACCOUNT TO USE THE MACHINES?




THE MACHINES ARE CONTROLLED BY A SYSTEM CALLED MYPC




YOUR USERNAME AND PASSWORD ARE ON YOUR LIBRARY CARD



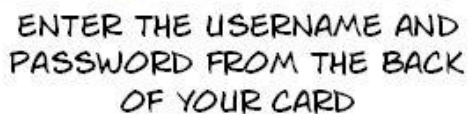
REMEMBER TO KEEP YOUR DETAILS SECRET!



COOL, THAT'S EASY!



SORRY, YOU'RE NOT ALLOWED TO PLAY GAMES OR USE FACEBOOK OR BEBO



ENTER THE USERNAME AND PASSWORD FROM THE BACK OF YOUR CARD



CAN I GO ON MY FACEBOOK PAGE?





NO, YOU CAN ONLY PRINT OFF COURSE WORK



REMEMBER TO KEEP THE NOISE DOWN AND SWITCH YOUR PHONES TO SILENT!



FOR FURTHER INFORMATION PLEASE CONTACT KINGSWAY LIBRARY & LEARNING CENTRE ON: 01382 834849 OR COME IN AND SEE US.

OUR CORE OPENING HOURS ARE:
MONDAY - THURSDAY 08.45 - 16.45
FRIDAY 08.45 - 16.30

AND FINALLY.....THANK YOU TO ALL OF THE SPECIAL PROGRAMMES STUDENTS WHO CONTRIBUTED TOWARDS THE DEVELOPMENT OF THIS GUIDE!