

## Photocopying

- All photocopiers are operated by your library card.
- You have one account for photocopying and printing.
- You can credit your card using the Autoloader machine situated in the Open Access room in the Charlotte Mason Library and also via the Autoloader opposite the Coniston room in Scale How.
- Lost cards, if handed in, are kept at the issue desk.
- Visitors wishing to photocopy without purchasing a card should ask at the issue desk
- Black and white copies are charged at a rate of 5p for an A4 sheet and 10p for an A3 sheet. Colour copies cost 75p for A4 and £1.50 for A3
- Please ask at the enquiry desk if you need any help using the photocopiers. We don't want you to waste your money making mistakes
- We sell photocopiable OHP transparencies from the issue desk, please do not use ones purchased from elsewhere.

## Internal Phone:

There are phones on the first and second floor landings plus the open access room which can be used to call the Helpdesk. Please use this phone to ask for help and assistance or report any faults with the Autoloader machine.

## Mobile Phones:

We would ask that phones are turned off in the main parts of the Library and IT suites. You can use your mobile phone in the main stairwell in the Library and in the Cyber Café.

## Food and Drink

We would ask that you do not take any food or drinks into the IT suites for health & safety reasons and to protect the equipment.

August 2006

# LIS

Books  
Journals  
Computers  
Multimedia  
eResources  
AV Equipment  
Online Learning  
Help and Advice  
Skills Development



# Learning and Information Services



## Charlotte Mason Library, Ambleside

This guide is available in other formats on request.

**Address:** The Charlotte Mason Library  
 (St.Martin's Services Ltd.)  
 St.Martin's College,  
 Rydal Road,  
 Ambleside,  
 Cumbria, LA22 9BH  
**Telephone:** 015394 30274  
 Internal extension 5274  
**Fax:** 015394 30371  
**Email:** libamb@ucsm.ac.uk  
**Web site:** <http://www.ucsm.ac.uk/lis>

### Opening Hours

<b>TERM (PEAK HOURS)</b>	Monday - Thursday Friday Saturday & Sunday	08.30 - 21.45 08.30 - 17.00 12.00 - 17.00
<b>VACATION (NON-PEAK HOURS)</b>	Monday - Friday Saturday & Sunday	09.00 - 16.45 Closed

User Support and IT Helpdesk Services are available at the following times:

<b>TERM (PEAK HOURS)</b>	Monday - Thursday Friday Saturday & Sunday	08.30 - 18.00 08.30 - 17.00 Closed
<b>VACATION (NON-PEAK HOURS)</b>	Monday - Friday Saturday & Sunday	09.00 - 16.45 Closed

**Helpdesk:** 015394 30317 or Internal 5317  
**E-mail:** helpdeskamb@ucsm.ac.uk

When the library is closed, computers can be used in the Grasmere room in the Scale How building. An autoloader machine is located outside Coniston room on the first floor of

### We can offer you:

The main library with 56,000 items for loan of which 8,000 are teaching practice equipment ranging from musical instruments, maths games to historical costumes.

A range of equipment, which is available for loan, for example digital cameras, video cameras, tripods, dictaphones and tape recorders.

Journals, reference books and special collections.

Three IT teaching rooms each contain approximately 28 PCs connected to the college network. These rooms may be used if there are no teaching sessions taking place. CD writers, DVD players and scanners are installed in some of these computers – all are connected to a black-and-white and a colour printer.

An open access room, which has approx 30 PCs connected to the college network. Some of these have DVD players and CD writers and are linked to scanners and both black-and-white and colour printers

A further 20 PCs around the library to support study.

5 group study rooms for small group work. One of these rooms can seat 10 people. Two of these rooms contains a PC. One contains a video player.

5 single study rooms with a PC in each room. One of these PCs has a large screen and is on a height adjustable table for easier access

Cyber Café – with 4 PCs purely for recreational use, ie internet/email use. These PCs are not connected to the college network.

A Multi-media and video editing suite

A Careers Library, which can be used to browse up-to-date reference material.

Competitively priced stationery for sale.