

Photocopying

- All photocopiers are operated by your library card.
- If your card was issued before August 2006 you can put photocopy credits on it at the Library Service Desk in Skiddaw.
- .If your card was issued after September 2006 (including replacement cards) you will have one account for photocopying and printing. You can credit your card using the Autoloader situated in Reception near the cash machine.
- 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.

24 Book Return Loan:

If you cannot get to the Library during the opening hours then please use the Book Return Bin located in the entrance of Bowscale Building.

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 outside the Library in Skiddaw and in the corridors of Bowscale Building.

Food & 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



Carlisle Library

This guide is available in other formats on request.

Address: Carlisle Library
 (St.Martin's Services Ltd.)
 St.Martin's College,
 Fusehill St.,
 Carlisle, CA1 2HH
Telephone: 01228 616218
Internal extension: 6218
Fax: 01228 616263
Email: libcar@ucsm.ac.uk
Web site: <http://www.ucsm.ac.uk/lis>

Library Opening Hours

TERM (PEAK HOURS)	Monday - Thursday Friday Saturday & Sunday	08.30 - 20.45 08.30 - 17.00 12.00 - 17.00
VACATION (NON-PEAK HOURS)	Monday - Friday Saturday & Sunday	09.00 - 16.45 Closed

User Support and Helpdesk Services are available:
 Telephone Helpdesk: 01228 616270

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

Telephone: 01228 616270 Internal: 6270
Fax: 01228 616263
E-Mail: helpdeskcar@ucsm.ac.uk

24 Hour access to the computer facilities is available in the Bowscale building

Scanner and CD Writer facilities are available in designated IT Suites and in the Library.

What we have to offer you:

The Library contains two collections of books:
 The Main Collection where you will find your subject and course textbooks.

The Teaching Practice Collection where you will find a range of children's books, equipment and games.

You can consult journals, newspapers, reference books and exam papers.

The Library has 2 Group Study rooms for small group work. Group Study Room A is equipped with an open access PC and DVD player. Group Study room B has video playback and recording facilities.

The Library contains an open access IT area with 23 PC's connected to the College Network. Some of them have DVD players and CD writers. There is also a scanner as well as black & white and colour printers.

The Library also offers a range of media equipment, which is available for loan: Video Cameras, Tripods, Tape Recorders, Digital Cameras and Dictaphones.

There are 2 photocopiers in the Library, which are operated by your Smart card. You can add credit to your card at the Service Desk.

Buy items of stationery from our competitively priced Resources For Sale area.

Laminating and comb-binding self service.

You can get help and support from Library, IT & Media Services by contacting the Library Service Desk and Helpdesk located on the second floor of Skiddaw.