

Photocopying

- All photocopiers are operated by your library card.
- If your card was issued before August 2006 you can put photocopy credits on it using the Revaluator next to the sales cabinet in Zone 1.
- 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 photocopyable OHP transparencies from the issue desk, please do not use ones purchased from elsewhere.

Mobile Phones

- Mobile phones can only be used in the designated 'Phone Zones'. Please respect other people by observing this policy

Group Study Rooms

- 3 group study rooms are available to student groups for group study. If you need to work as a group please use this room to avoid disturbing library users elsewhere in the building
- When not being used by a student group the room is available for use as study space by any library user
- A booking system is in operation, please ask at the enquiry desk. Group study room 1 can be found in the corridor between Zone 1 and Zone 2. Rooms 2 & 3 are located in Zone 4

August 2006

LIS

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



Learning and Information Services



The Harold Bridges Library, Lancaster

This guide is available in other formats on request.

Address: Harold Bridges Library
 (St Martin's Services Ltd)
 St Martin's College
 Bowerham Road,
 Lancaster, LA1 3JD
Telephone: 01524 384243
 Internal extension: 4243
Fax: 01524 384588
Email: liblan@ucsm.ac.uk
Website: <http://www.ucsm.ac.uk/lis>

Opening Hours

TERM (PEAK HOURS)	Monday - Thursday	08.30 - 20.45
	Friday	08.30 - 18.00
	Saturday & Sunday	12.00 - 17.00
VACATION (NON-PEAK HOURS)	Monday - Friday	09.00 - 16.45
	Saturday & Sunday	Closed

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

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

24 hour computer access is available in rooms CC4, CC5
 CC6 in The Keep

Student Development Advisory Service:
 9.00 - 17.00 Monday - Friday
 Information library as main opening hours

The Harold Bridges Library is divided into four different areas called Zones. Zones 1 & 2 are on the ground floor of the library. Zones 3 & 4 are on the first floor.

Listed below are the key features and resources that you will find in each zone.

Zone 1

- Issue and Returns desk
- Enquiry point
- Stationery shop
- Laminating and binding machines
- Photocopy credit machine
- Today's newspapers
- 3 open access PCs and 1 printer
- Teaching practice resources - kits, models, posters, CDs, cassettes and big books.
- Photocopiers - 3 black and white copiers, 1 colour copier and 1 risograph copier (only use this for multiple copies)

Zone 2

- Teaching Practice Collection: books and videos
- 22 Open access PCs
- 1 black and white printer
- Current Journals
- Back copies of Journals
- 1 photocopier
- Group Study Room

Zone 3

- **This is the quiet study area**
- Main collection (classmarks 370 - 999)
- Staff photocopier
- Student Development Advisory Service

Zone 4

- 2 Group Study Rooms (there are 7 open access PCs in one of these rooms)
- Oversize Collection
- Main Collection (classmarks 001 - 369)
- Oversize 000 - 999
- 23 open access PCs
- 1 black and white printer
- 1 photocopier