

Quick guide to using LLC resources

Can I take items out of the Self-Access Library?

Yes. You can choose to study with books inside the Library for as long as you like and put them back on the shelves when you are finished.

If you want to take items out of the Library, for example to listen to audio CDs in the Computer Suite or watch a DVD, bring the item and **your student ID** card to the counter and LLC staff will issue it to you.

How long can I borrow items for?

Different items can be borrowed for different time periods. Here is a guide:

2 weeks	Books that can be borrowed for two weeks have a yellow 'two-week' sticker DVDs have no sticker, but they can also be borrowed for two weeks	
3 days	These items have a yellow sticker that says ' 3 DAY LOAN '	
1 day	These items have a green sticker that says ' 1 DAY LOAN '.	
3 hours	these items have a red sticker that says ' 3 HOUR LOAN ' (can be borrowed overnight from 2 pm onwards)	

Can I renew LLC items online?

No. If you want to renew 3-hour or 1-day items, you will first need to return them and speak to LLC staff about borrowing them again. 'Two-week' and 3-day items automatically renew three times if they are not returned by the due date, unless someone else requests them.

How many items can I borrow at a time?

A reasonable number. For popular resources, the general rule is a maximum of 3 items at a time. If a 'logical unit' of learning material consists of more than 3 items, talk to LLC staff.

Can I take '3-hour' items home?

Yes. If you borrow a '3-hour' item **after 2 pm**, you can take it home overnight or for the weekend. You will need to return the item to the LLC **by 9 am** the next morning or working day. Late returns will incur a fine.

If you are unsure or have any questions, ask LLC staff at the counter.