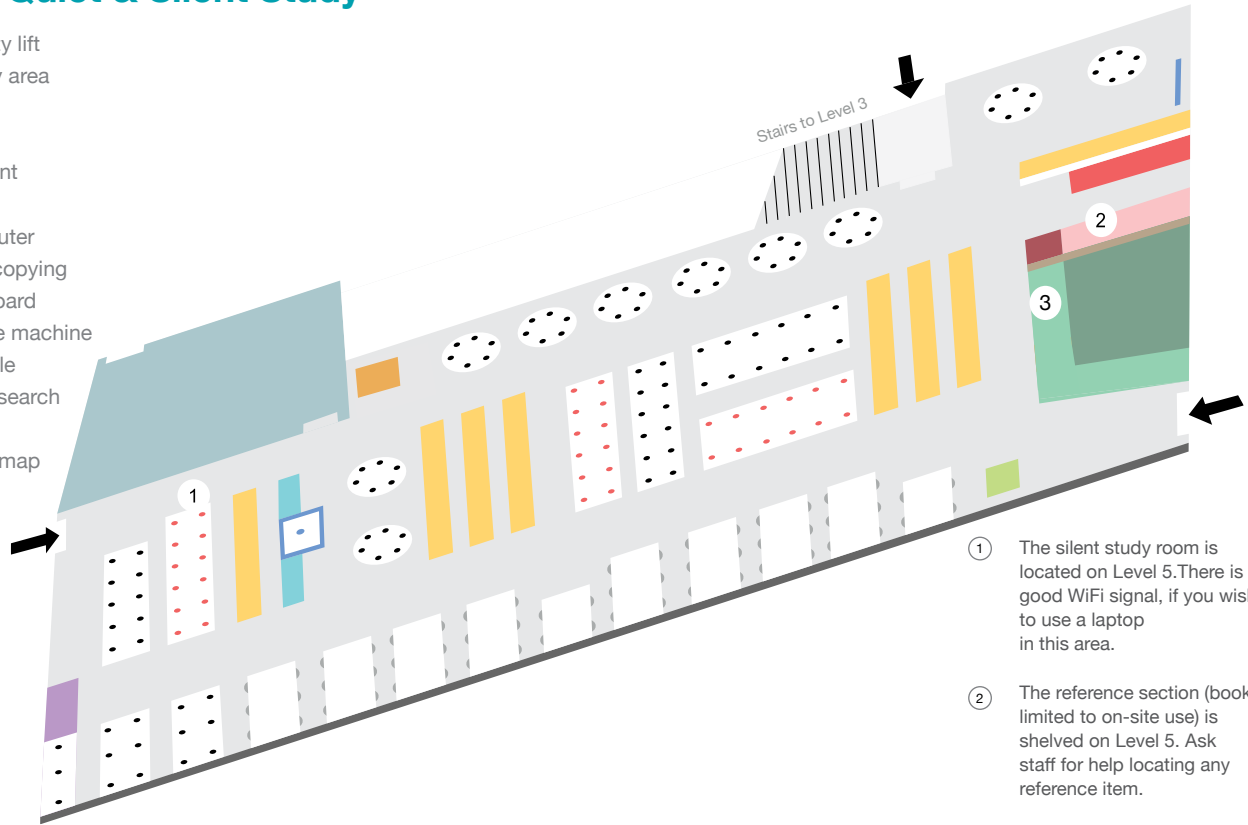


LIBRARY MAP

CITY CAMPUS

Level 5 - Quiet & Silent Study

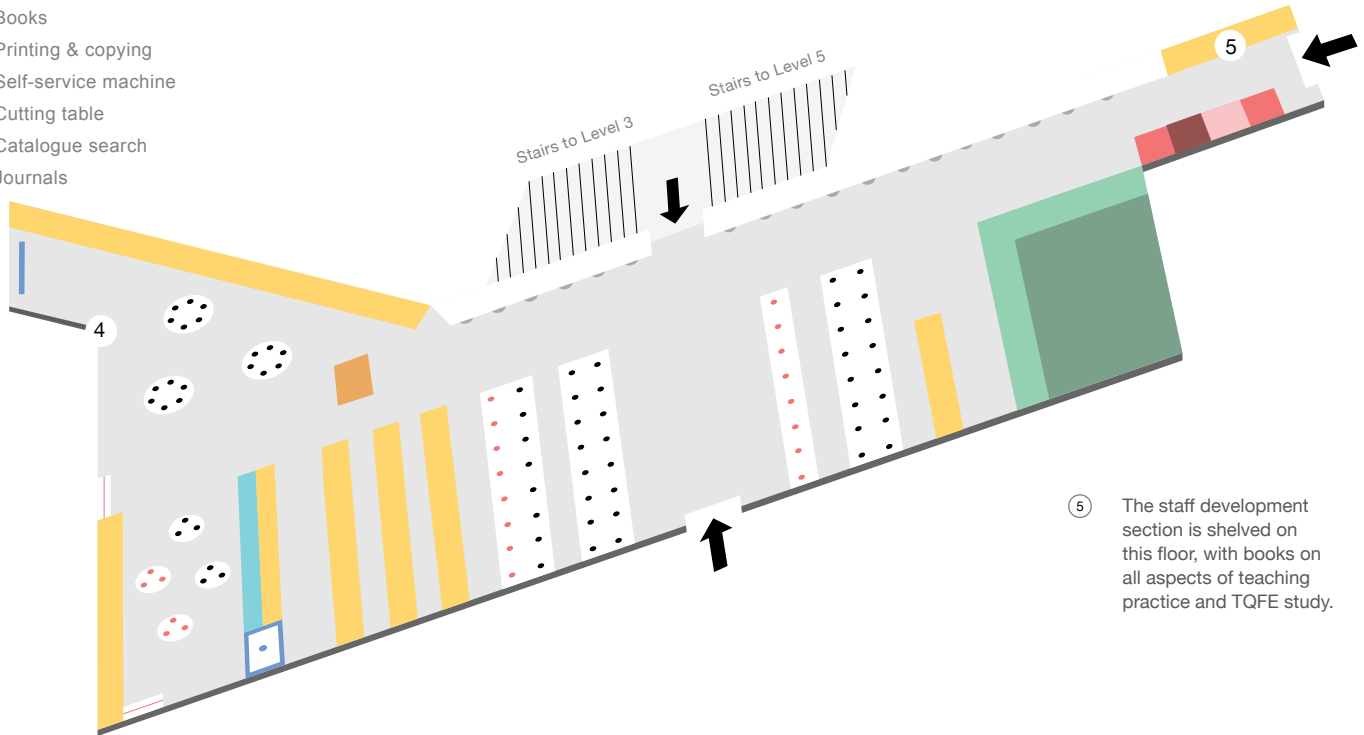
- Accessibility lift
- Quiet study area
- PCs
- Macs
- Service point
- Books
- NBS computer
- Printing & copying
- Feedback board
- Self-service machine
- Cutting table
- Catalogue search
- Journals
- Interactive map



- 1 The silent study room is located on Level 5. There is a good WiFi signal, if you wish to use a laptop in this area.
- 2 The reference section (books limited to on-site use) is shelved on Level 5. Ask staff for help locating any reference item.
- 3 Laptops can be borrowed on this level (for library use only).

Level 4 - Mixed Study

- Accessibility lift
 - PCs
 - Macs
- Service point
- Books
- Printing & copying
- Self-service machine
- Cutting table
- Catalogue search
- Journals

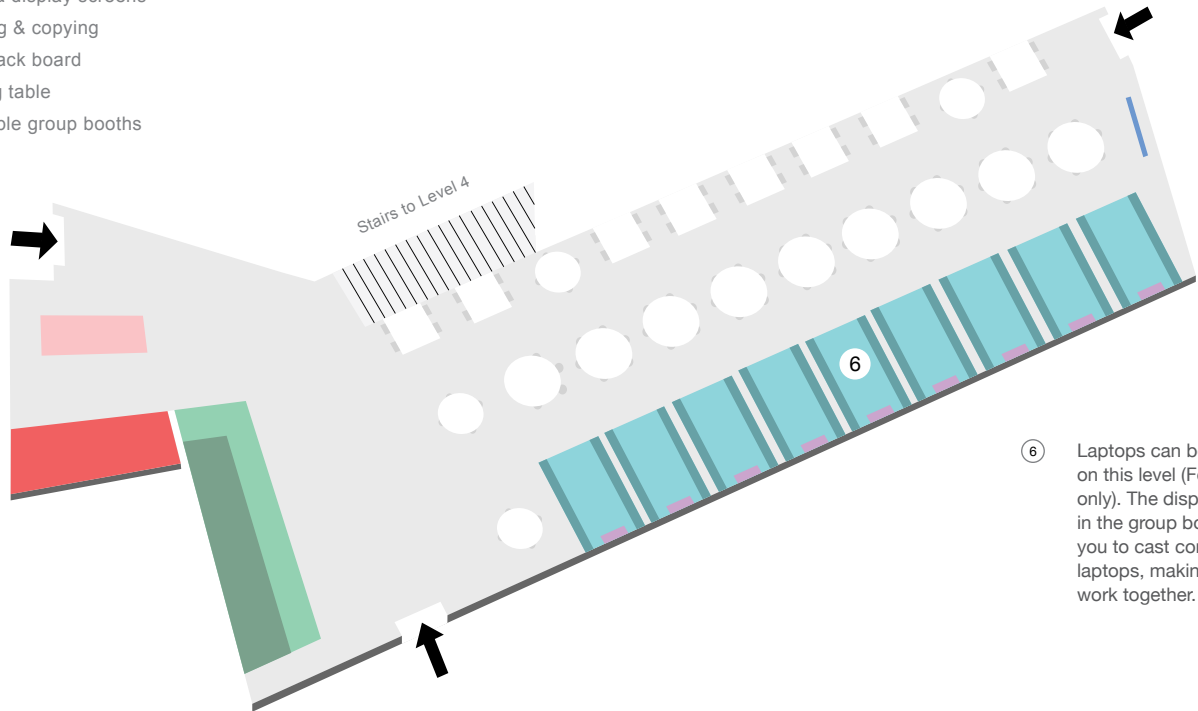


④ Fiction, graphic novels and films are located on Level 4. You can borrow three films at a time, free of charge, as one-week loans.

⑤ The staff development section is shelved on this floor, with books on all aspects of teaching practice and TQFE study.

Level 3 - Group Study

- Service point
- Plasma display screens
- Printing & copying
- Feedback board
- Cutting table
- Bookable group booths



- ⑥ Laptops can be borrowed on this level (For library use only). The display screens in the group booths allow you to cast content from our laptops, making it easier to work together.

Useful Information

You can find modern, well-equipped libraries at both Riverside and City campuses.

OPENING TIMES

City Campus:

Mon - Thu* 8.30am - 9.00pm
Friday 8.30am - 5.00pm

Riverside Campus:

Mon - Thu* 8.30am - 9.00pm
Friday 8.30am - 5.00pm

**The library is self-service on these days between 7.00pm and 9.00pm.*

*Services within the library will cease 15 mins prior to closing time - **this includes printing.***

STUDENT CARD

Your student card is all you need to access books, ebooks, journals, DVDs and all other resources.

COMPUTER ACCESS

A range of PCs, Macs and laptops are available at both libraries. You can log into the computers and laptops using your student number and password.

PRINTING & COPYING

You can find printing and copying areas on all library floors. We offer printing and photocopying at the following prices:

A4 B&W	-	5p
A3 B&W	-	15p
A4 Colour	-	10p
A3 Colour	-	20p

BORROWING

You can borrow books for a 4 week or 1 week duration. You can renew your loans online, by telephone or by dropping into any of the libraries. You

can search our collections and renew your loans at: <https://libcat.cogc.ac.uk>

FINES

To avoid paying fines, please make sure your loans are returned on time. Fines are charged at 10p per item per day. The maximum fine for a single item is £2.00.

SELF SERVICE POINTS

When the libraries are running self-service hours, this means no members of staff are available. Self-service machines let you borrow, return and renew books yourself. You can also check the books you have on loan. These machines are available at Riverside Campus Library and on Levels 4 & 5 of City Campus Library. There are on-screen instructions showing you how to use self-service.

COLLECTIONS

We offer a range of course-specific resources to support your studies. To find the best resources for your course, you can access our subject guides, available from the library website. You can also recommend resources you would like to see added to our collection via our website or by speaking to staff at our service points.

PRINT COLLECTION

We maintain a current collection of textbooks, journals and dvds relevant to your course. We also have a large fiction and graphic novel collection.

ONLINE RESOURCES

Our online collection of ebooks, e-journals, industry-focused databases and news archives are accessible via the library website. You can access almost all of our online resources using your student number and password, whether you are on-campus or off-campus.

STUDY SPACES

We offer a variety of study spaces - group study, individual study and quiet study. For quiet study, there are designated areas within each library.

CUTTING AREA

Feel free to use any of the cutting areas in the library. Here you will find staplers, a guillotine, cutting mats and other stationery at each area.

STATIONERY

You can purchase competitively priced stationery essentials from our service points. We sell a range of items including pens, pencils, rulers, folders and USB sticks.

FOOD & DRINKS

No hot or cold food in the library please. Although covered drinks are fine.

STUDY & RESEARCH ADVICE

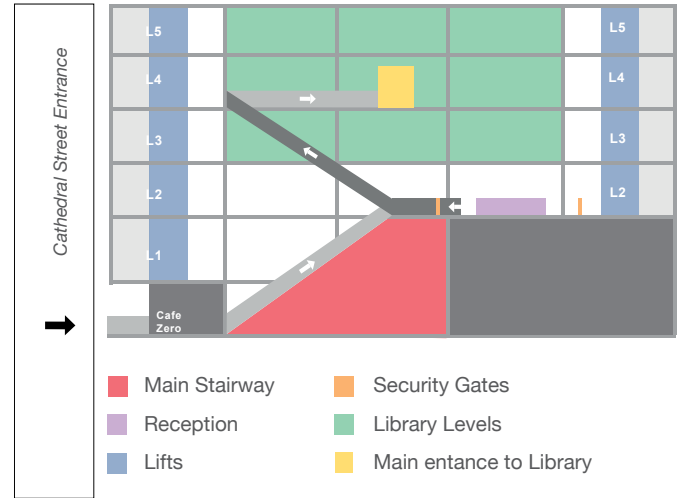
If you need assistance with finding library resources, research or referencing, please speak to a member of library staff. You can also consult our library website.

RESPECT

Be respectful of other students and remember that the libraries are a shared study space for all students. If noise becomes too loud, please raise your concerns with the library staff.

FEEDBACK

The library would like your input to help develop our services and collections. If you have any suggestions for new resources or service improvements, please speak to a member of library staff. You can also use our feedback boards or social media links to share your ideas.



LIBRARY CONTACT DETAILS:

City Campus

t: 0141 375 6824

Riverside Campus

t: 0141 375 5333

website : library.cityofglasgowcollege.ac.uk

e-mail : library@cityofglasgowcollege.ac.uk



WiFi available

Please ask at the desk if you require assistance

CITY OF GLASGOW COLLEGE

