



North Ayrshire Campus CLC/Library Guidelines



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"The Library will undertake to provide users with an effective and efficient range of facilities and services designed to optimise the learning experience."

1. It is a condition of use that rules and signs on display must be closely observed.
2. Unacceptable behaviour will result in students being reported to their guidance tutors.
3. **Mobile phones must be switched off or in silent mode.**
4. **Food and drink are not permitted.**
5. All library resources and fittings must be treated carefully and responsibly. Users will be held responsible for any loss or damage caused.
6. NAC Library hours of opening are:
 - 8.50am - 4.50pm Monday and Wednesday;
 - 8.50am - 8.00pm Tuesday and Thursday;
 - 9.30am - 4.45pm Friday.There is a restricted service at vacation times.
7. **Membership:**
 - a. All students and staff of James Watt College are entitled to use the library.
 - b. Students who wish to borrow stock or use the PCs must become members.
 - c. Students must bring a current matriculation card with them to join, along with an additional passport photograph for the library membership card.
 - d. Lost cards will incur a 50p replacement charge.
 - e. The card is only valid for the session in which it is issued.
 - f. **Students who fail to return books or pay fines will be the subject of student disciplinary action. This action may include withholding results to external examination bodies or referral to debt collection agencies until all books are returned and overdue fines paid.**
 - g. **Membership cards are strictly non-transferable. Members will be held responsible for any misuse or damage to library equipment or stock by those using their card.**
 - h. External users, that is those who are not registered students or staff of James Watt College, may also apply for membership. If granted, this will be on condition of proof of address, and payment of a £20 fee (which is not returnable). Membership is for one year only, but users may reapply.
 - i. **Library staff must be notified of any change of name or address.**
8. **Borrowing:**
 - a. Members may borrow up to 6 books for a loan period of 3 weeks, with the exception of Short Loan items which are issued on a day-to-day basis.
 - b. Users may renew loan items, **in person or by telephone**, provided another borrower has not requested them.

- c. Late returns will be charged at the rate of 5 pence per item per day, with an additional 50 pence surcharge for each overdue Short Loan item.
 - d. If stock is lost or damaged, please notify library staff as soon as possible. You will be charged a portion of the cost of replacement.
 - e. **Members may not borrow more than one copy of any title at a time.**
9. Library members may use the IT facilities within the library, and also the PCs situated at the Student Information Centre (SIC).
- a. **Anyone using the IT facilities MUST book their sessions with Library / SIC staff.**
 - b. Access to the IT facilities will not be permitted without a valid library membership card.
 - c. Members may book up to 3 sessions per week. Each session may last up to 3 hours.
Only one session is permitted before 3pm each day.
 - d. Users of the NAC library may be allowed additional sessions after 3pm, provided there is a PC available.
 - e. Bookings will be kept for a maximum of 20 minutes. If you are later than this, your PC may be reallocated. If you know you will be unable to make your booked time, please notify library staff.
 - f. Computer settings must not be altered. Those found changing settings will be subject to College disciplinary procedures.
 - g. The PCs must **NOT** be used to access pornographic or other inappropriate material. Misuse of facilities in this way will lead to disciplinary procedures and suspension of library membership.
 - h. Members should be aware that their computer use may be monitored by library staff, or by other members of College staff.
 - i. There should be no more than 2 people at each PC.
 - j. When printing out material please print out only the relevant pages.
 - k. High wastage of paper may lead to the introduction of charges for printing.

The library service is currently expanding its online collection. An Athens password is available to access material on-campus, and members can request a personal Athens account for use from home.

10. Library members may use their membership cards to book out the NAC Library tutorial rooms. Bookings may be made in person, or by phone. Bookings will be held for 20 minutes. If you are later than this, your room may be reallocated. Food and drink are not permitted in either of the tutorial rooms.

Library Contact Number: 01294 559000 ext.3034

Website: <http://www.jameswatt.ac.uk/library>

STUDENT INFORMATION

Greenock T: 0800 587 2277

Kilwinning T: 0800 085 8200

e-mail: enquiries@jameswatt.ac.uk

Finnart Campus

Finnart Street, Greenock PA16 8HF

T: 01475 724433

Waterfront Campus

Customhouse Way, Greenock PA15 1EN

T: 01475 724433

Largs Campus

Scottish School of Sport,
Exercise & Outdoor Studies,
sportscotland National Centre,
Inverclyde, Burnside Road,
Largs KA30 8RW

T: 01475 686496

North Ayrshire Campus

Lauchlan Way, Kilwinning, KA13 6DE

T: 01294 559000