Your PGCE Library Guide

A guide to getting started in the Andrew Kean Learning Centre for PGCE students

- Essential Library
- Opening hours
- Using the Library
- The Library website
- Where to get help

lib.leedstrinity.ac.uk
Welcome to the Andrew Kean Learning Centre. The Learning Centre is home to our Library and IT Services.

Visit the Learning Centre for:

• Library and IT support
• Books, journals, newspapers, DVDs, classroom resources and more
• A wide range of electronic resources; e-books, e-journals and databases
• Self-service kiosks for borrowing and returning books
• Quiet and silent study zones, as well as bookable group study rooms
• IT rooms, 24-hour IT Lab and open access PCs
• Laptops for you to borrow and wireless coverage throughout
• Printing, photocopying, scanning, laminating and binding
• The Learning Centre also includes teaching rooms and a café
Opening hours

Please see the Library website for details of our opening times.

**After hours**
Your student ID card is your key to accessing the Learning Centre’s after-hours facilities.

**24/7 opening**
At certain key times of the year we are pleased to offer 24-hour opening, right when you need it most. Check our website to find further details, including dates, of these periods.

**Contact us**

0113 283 7244    libraryenquiries@leedstrinity.ac.uk

facebook /leedstrinitylibrary    twitter @ltulibrary1    leeds_trinity_library

lib.leedstrinity.ac.uk
Using the Library

Borrowing allowance:

Main stock 25 items
Classroom resources 25 items
Multimedia Film & TV 4 items
Maximum number of items 25 items

Loan types and fines:

Standard loan (two weeks) 10p fine per day
Multimedia items (two weeks) 10p fine per day
Classroom resources (six weeks) 10p fine per day

You will be charged for, or asked to replace, lost and long overdue items:

- £25 for Main Stock items
- £15 for Classroom Resources and Multimedia
- £15 for Headphones
- £15 for Phone Chargers

Renew your loans:

Online My Library Account link on the Library website
Self-service kiosks On the ground floor of the Learning Centre
Telephone 0113 283 7244
Library Helpdesk On the ground floor of the Learning Centre

Learning Centre Essentials:

You must bring your student ID to borrow from the library

- You must not allow anyone else to borrow using your card
- You are responsible for all items on your Library account

Top tip

You can renew your loans as many times as you like, unless the item has been reserved by another student.

- You will receive courtesy emails when your books are due for return and when they are overdue, although it is still your responsibility to return the books on time.
The Library website

The Library website is your gateway to accessing all online resources. Click on the Library button on myLTU to find us.

On the Library website you can use:

Books Search
- Search for books, e-books, DVDs and print journals
- Reserve items which are out on loan

Journals Search
- Search across the library collections for full-text articles and more

E-Journals A-Z
- Search for e-journals by title

Databases A-Z
- Explore our great range of databases

My Subject
- Find resources for your subject

My Library Account
- Manage your account and renew your loans

Request
- Get books and articles that the library doesn’t have access to

Accessing the Library website from off-campus

Go to lib.leedstrinity.ac.uk and enter your network username and password if prompted to do so.
Where to get help

Visit the Helpdesk to:

• Get help finding books
• Make an appointment with your Liaison Librarian
• Reset your password
• Purchase stationery
• Borrow a laptop to use in the Learning Centre
• Top up your print credit
• Get IT support
• Get access to other academic libraries

At certain key times in the day a Librarian is also on duty and can provide more in-depth help on:

• Finding or using library resources
• Referencing

Your Liaison Librarian
Your Liaison Librarian is responsible for your subject area in the Library. She can show you how to find good quality resources for your essays and dissertations.

Ask at the Library Helpdesk or contact your Liaison Librarian via email or phone.

Sarah Munks
s.munks@leedstrinity.ac.uk
0113 2837243
Institute of Childhood & Education
**Learning Centre Essentials**

The Learning Centre is a great place to study. We ask you to respect your fellow students by:

- Working quietly
- Using the stairwells or foyer when taking a call
- Booking a group study room for group work
- Using the silent study zones or study carrels when you want to work undisturbed

You can bring hot or cold drinks and cold food into any part of the Library, but please keep hot food to the Foyer/cafe areas only. Please use the recycling facilities and keep lids on drinks.

**Top tip**

You can make the most of your time in the library by using the right kind of space for the type of work you need to do eg. group-study rooms for group work.

**Classroom Resources**

This is a collection of books and other resources to help support you in your teaching practice. The resources are suitable for all ages from early years through to A level and are ideal for introducing topics to students in a fun and engaging way. The collection includes pupil and teacher books on all curriculum subjects, children's fiction and non-fiction, story sacks and non-book based teaching materials.

**Using other libraries**

The library is a member of the SCONUL Access scheme. This scheme allows you to borrow or use books and journals at other university libraries which belong to the scheme. Find out more and apply for access at access.sconul.ac.uk/sconul-access