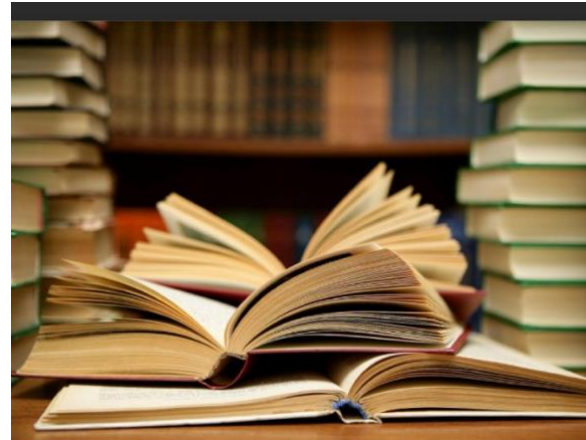


# Welcome to the Reading Room!

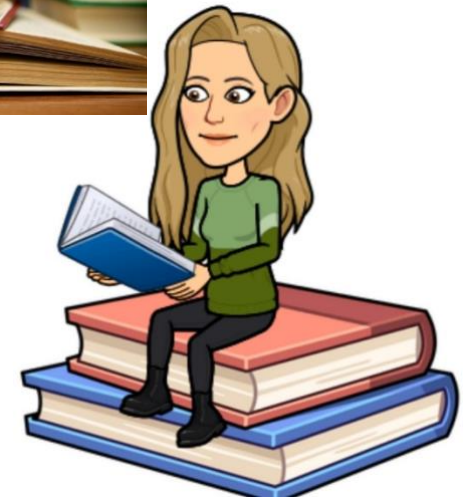
## Our commitment to you.

- ✚ We believe that everyone should be treated with respect at all times.
- ✚ We will always endeavour to help answer any queries you may have regarding the use of the LRC and our resources. Never hesitate to come and ask us.
- ✚ We will liaise with all departments to ensure there are relevant resources.



## Your Staff

Miss A Clackson



## Please help us to keep our commitment to you.

- ✚ We expect you to show respect to other Reading Room users and resources.
- ✚ Keep noise to a minimum and leave space tidy.
- ✚ We want this study space to be utilised by all student as a positive environment to work, read and enjoy.
- ✚ Put all items back on the shelves after use in the Reading Room
- ✚ Please make sure ALL items are issued to your record before leaving the Reading Room.
- ✚ Please be responsible for returning items on time so other students can use

The Reading Room  
Combe Hay Lane  
Odd Down  
Bath  
BA2 8PA

## Opening Times:

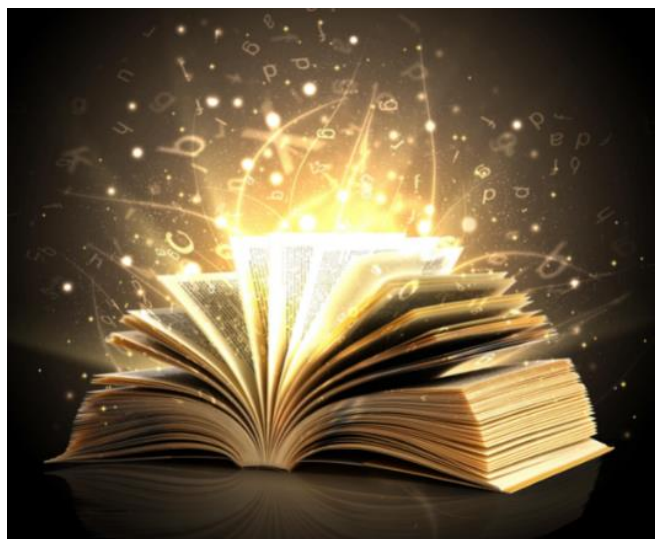
Monday-Thursday: 08:15- 16:00  
Friday: 08:15-15:30

## What resources does the Reading Room have?

- ✚ **Books.** We have a wonderful range of fiction, graphic novels and manga available for you to borrow. We also have a few non-fiction books for you to browse but most of these can be found with their related departments.
- ✚ **DVD's.** We have a good selection of DVDs in the Reading Room for you to borrow.
- ✚ **Careers Section** This section is full of useful resources for further education and employment, including all prospectuses
- ✚ **Study Space** Plenty of work space.
- ✚ **Librarians!** The Librarian and Library Assistants (spot them by their badge) are here to help, just ask! We love to talk all things book!

## How do I find books and DVDs?

- ✚ Our Reading Room uses Reading Cloud to catalogue our resources, login to your portal to discover the titles we have, reserve books and discover your next read!
- ✚ **Books:** Fiction books are arranged alphabetically by author surname.
- ✚ **DVDs:** DVDs are arranged by age category and alphabetically by title.
- ✚ **Careers:** We have a separate careers corner for you to browse will help guides, prospectuses and other useful information.



## I've found a resource I want to take out, what next?

- ✚ Taking an item out from the LRC couldn't be easier. Just take it to the front desk and Miss Clackson can issue it to you.
- ✚ Books are issued for **14 days** and you are able to renew each book **twice**. You can take up to **5** books out at any one time.
- ✚ DVDs are issues for 7 days and you are able to renew each DVD once. You can take up to 2 DVDs out at once.
- ✚ Reference books cannot leave the library.
- ✚ If the resource you require is currently on loan you can reserve the item.-just ask Miss Clackson or reserve them on your Reading Cloud account.

## Reading Room Rules

- ✚ Respect everyone whilst in here.
- ✚ NO mobile phones, they should be put away.
- ✚ The RTL system is used in here.
- ✚ There is NO eating or drinking in the Reading Room.
- ✚ Please clear up after yourselves.
- ✚ Respect the books
- ✚ Keep the shelves tidy and return books to where you found them.
- ✚ Return your books on time.
- ✚ MOST OF ALL: Enjoy reading, find a story to transport you to another place, make some new friends or see the world from a different perspective.



## Final thought.....

If you need help finding a book, can't decide what to read next, or are unsure where to start – ask!

Miss Clackson is more than happy to help!

