

Kendal College Learning Centre Induction

Welcome to Kendal College Learning Centre.

Learning Centre Staff

Clair



How can I help you?

I am here to support you while you work in the Learning Centre, if you would like any help please ask.

The following is a sample of how I can help you:

- Assignment Support
- Proofreading
- IT Skills
- Creating Leaflets/Brochures
- UCAS Statements
- Harvard Referencing



Just ask – I am here to help

Resources in the Learning Centre

E -Books

Laptops

Magazines

Help
Guides

Student Cards

Books

Printing

Parking

Permits

Stationery

Reading Book Swap Corner

To create a pleasant working environment please:

Talk quietly

Turn all mobile phones to silent

Tidy your workstation after use

Respect others

No eating or drinking, other than water in a sports bottle

Make sure only you can hear your music

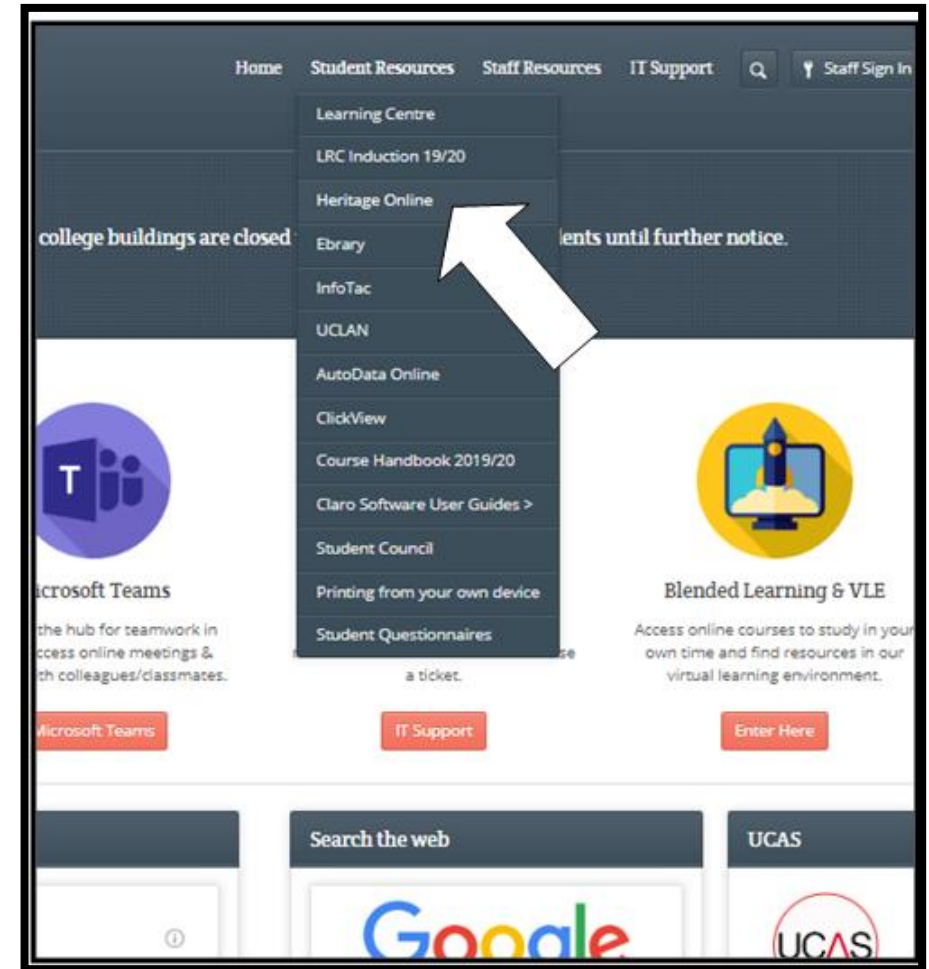
PLEASE SANITISE YOUR WORKSTATION BEFORE USE

BOOKS

- There are books in the Learning Centre!
 - They are arranged in subject groups using the Dewey code
 - Please ensure you have signed books out via Clair at the desk before taking them out of the Learning Centre
 - If you require specific books you can search Heritage to see if we have them

Books – Heritage Search

- Heritage Online is located on the Hub
- You can search Heritage Online using:
 - Author name
 - Book Title
 - Topic
- It will tell you:
 - If we have the book
 - Location
 - Whether it is on loan



Student Printing

- There are 2 options to choose from when printing
 - Kyocera-Photocopier on Hecate
 - Kyocera-Photocopier-Colour on Hecate
- Cost of printing
 - 1p per side black and white
 - 4p per side colour
- Paying for printing
 - See Clair at the LRC desk to put money onto your account. We only take cash payments.



Student Printing

- To release your print jobs enter your student number into any of the printers located around College.
- The printer in the LRC is the only colour printer.
- These printers will also photocopy and scan to your email



Student Cards

- You must have your ID card on you at all times whilst in College. Charges are as follows if you lose your card.
 - £1.50 to replace lanyard and plastic holder
 - £1.50 for the ID card
- Your ID card is used to take out books, borrow laptops, issuing of car permits. You won't be issued with the above unless you have your ID card with you.





Parking Permits

- Parking Permits can be purchased from the LRC for £1
 - If your permit is visible with the corresponding registration plate and is in date, you are not required to purchase a ticket from the machine

KENDAL COLLEGE CAR PARK IS PATROLLED BY
PARKING WARDENS WHO ISSUE TICKETS TO THOSE
WHO DO NOT DISPLAY A VALID PARKING PERMIT



Come and see me in the Learning Centre
I am here to help

