

Learning Centre Booking Guide

September 2020

Need to borrow a book for your course, or use a computer to do your work or a study desk for reading and writing notes? The Learning Centre service will start the new college year with arrangements in place so that you can access the resources that you need while following the guidelines for social distancing and hand hygiene. This leaflet explains how you can book a slot to visit the Learning Centre and it is recommended that you book a slot at least 1 whole college day before your visit.

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To browse and borrow books – book a 15-minute slot

- 1) Request a slot of up to 15 minutes to borrow a book by using the [online booking form](#) or contact the Learning Centre team directly.
- 2) After you receive confirmation of your slot in your college email inbox, arrive at the Learning Centre on time and let staff know that you need to browse for a book to borrow and they will direct you to the book collection. You will need to leave the Learning Centre by the time your slot ends.

Note: You do not need to arrange another slot to return books as you can drop them in the book bin outside the Learning Centre by the due date.

To reserve and borrow books – book a 15-minute slot

- 1) Reserve your book or books before visiting the Learning Centre. Either log into the online Learning Centre catalogue <https://opac.lscollge.ac.uk> or contact the Learning Centre team directly.
- 2) Then request a slot of up to 15 minutes to borrow a book by using the [online booking form](#) or contact the Learning Centre team directly.
- 3) After you receive confirmation of your slot in your college email inbox, arrive at the Learning Centre on time and let staff know that you need to borrow a reserved book, and they will direct you to it. You will need to leave the Learning Centre by the time your slot ends.

Note: You do not need to arrange another slot to return books as you can drop them in the book bin outside the Learning Centre by the due date.

To use a computer – book a 2-hour slot

- 1) Request a slot of up to 2 hours to use a computer by using the [online booking form](#) or contact the Learning Centre team directly.
- 2) After you receive confirmation of your slot in your college email inbox, arrive at the Learning Centre on time and let staff know that you have booked a computer, and they will direct you to it. You will need to leave the Learning Centre by the time your slot ends.

Note: If you have booked a slot to use a computer and you would like to browse, borrow or return books at the same time then you do not need to book a separate slot.

To use a study desk – book a 2-hour slot

- 1) Request a slot of up to 2 hours to use a study desk by using the [online booking form](#) or contact the team.
- 2) After you receive confirmation of your slot in your college email inbox, arrive at the Learning Centre on time and let staff know that you have booked a study desk, and they will direct you to it. You will need to leave the Learning Centre by the time your slot ends.

Note: If you have booked a slot to use a study desk and you would like to browse, borrow or return books at the same time then you do not need to book a separate slot.

Remember - before you visit the Learning Centre you must book two things and have email confirmation of each:

- a time to arrive
- what you need in the Learning Centre, i.e. a book, a computer or a study desk

You must keep to the start time of your slot and leave by the end time so that other students and staff can use the Learning Centre according to their slots and the Learning Centre does not get overcrowded.

Agreement

By making a booking to visit the Learning Centre you are agreeing to:

- Arrive and leave on time
- Follow the social distancing guidelines – posters, signage and floor markings are in place
- Practise sufficient hand hygiene – hand sanitiser is provided
- Clean shared items before you use them and when you finish – cleaning wipes are provided

Learning Centre contact details

Tel: 020 3757 4404

Email: Learning.Centre@lewisham.ac.uk

Online Chat: eME > Learning Centre > Chat now/Leave a message

eme.lewisham.ac.uk > Learning Centre

Note: *we will only be able to respond to your email or online chat if you use your college email, e.g. 1234567@student.lewisham.ac.uk*