



## *Library Services*

Libraries are committed to supporting student learning and research, by providing a wide range of library services; information collections; study spaces; IT facilities, books to DVDs, photocopies to fax machines, CD-ROM to Internet access. Library staff are there to provide students with help and support and these notes are intended to raise your awareness about services available at your own organisation, so that you can better inform potential students.

### **LIBRARY SERVICES**

Most colleges and universities have their own or have access to a library, providing information resources of various types to support every course offered. These may include both printed and electronic resources, as well as PCs for general access and group study rooms to support students. Some of these, such as printed books and DVDs, are housed on the shelves in the Library. Other resources are provided electronically, and may be accessed through computers in the Library, elsewhere on campus, or from home.

The Library provides a variety of study environments to suit the needs of all those using the Library, including areas for silent, quiet, and group work. In addition, for

students who are studying at a distance, the Library may provide resources and support in the form of e-journals, e-books, e-databases and other specialist resources. Effective use of the library is crucial for students to make the most of their studies, so you must be able to provide them the necessary information about services offered even before the student enrolls in a course.

### **SUGGESTED QUESTIONS**

- What library services are available in your organisation?
- How can students obtain this support?

### **FURTHER INFORMATION**

- Your organisation
- Local information