

## Online Resources

There is a wealth of information about our services with links to a variety of online resources essential for your studies available from our website, including:

**LRC Search:** Find items on your reading list with this online list of all the LRC resources.

**Accessing your LRC account:** To check loans, renew and reserve items.

**Discover:** Find full-text articles, books and e-books on all sorts of topics.

**Subject Resources:** Essential guides to course related information and resources.

**Information Skills:** Learn how to research, reference, save time and get better marks.

**Blackboard / Google Classroom:** Access to your online course.

Go to: [don.ac.uk/lrc](http://don.ac.uk/lrc)

## Student Email

All College communication, including LRC notices, is by student email, please make sure to check your email regularly. Your account also includes free (online) personal storage and Office 365.

You can access your email via:

[don.ac.uk/studenthome/email](http://don.ac.uk/studenthome/email)

From home you need to login with your email address eg. [dc00123456@student.don.ac.uk](mailto:dc00123456@student.don.ac.uk) and your College password.

## Wifi Access

To access the college wifi as a student using your own device, follow these steps:

1. Scan the wireless networks and connect to 'DC-Wifi'
2. Enter your College username eg. DC00123456
3. Enter your password, which is the same as the one you use to login to the College computers

## Service Desk

The IT Service Desk is the single point of contact for all staff and students who wish to log an Incident or service request.

The Service Desk is open from 08:30am until 7:00pm Monday to Thursday and 08:30am until 4:45pm on Fridays.

Staff and students can contact us in the following ways:

**Email:** [service.desk@don.ac.uk](mailto:service.desk@don.ac.uk)

**Telephone:** 01302 553579

Alternatively, staff can use the Self Service Portal here:

<http://service.desk.don.ac.uk>

From here you can log, manage and keep up-to-date with your tickets and access the knowledge base where we can guide you through solving common issues.

## Academic Services

The Academic Services team are here to further support students in their studies.

The Information Specialists within the team, provide group and individual tutorials throughout the year on a variety of topics, including:

- Finding information using the internet
- Getting the most from resources
- Harvard Referencing
- Read Write Gold
- Turnitin
- Blackboard Support
- Google Classroom Support

The team have also created a suite of online information and study skills modules for you to work through at your own pace which they support in the LRC Online. Our Learning Technology Support Assistants are also based in the LRC and offer training and guidance for the use of new and emerging technologies for teaching and learning.

Contact us here:

**Email:** [academic.services@don.ac.uk](mailto:academic.services@don.ac.uk)

For further information go to:

[don.ac.uk/lrc](http://don.ac.uk/lrc)

## Guide to Your Learning Resource Centres



### Opening Hours

Opening hours for LRC3, LRC4 & LRC Online can be found on the Doncaster College website:

[www.don.ac.uk/lrc](http://www.don.ac.uk/lrc)



### Contact Us

**Telephone:** 01302 553722

**Website:** [www.don.ac.uk/lrc](http://www.don.ac.uk/lrc)

**Email:** [enquiry.desk@don.ac.uk](mailto:enquiry.desk@don.ac.uk)

**Facebook:** [doncastercollegelrc](https://www.facebook.com/doncastercollegelrc)

**Twitter:** [@doncaster\\_lrc](https://twitter.com/doncaster_lrc)



### Find Us

LRC3 can be found up the escalator to your right, look out for the big white cloud.

LRC4 and LRC Online can be found up the escalators to the left, just follow the sign around the corner from the lifts to go upstairs.



**LRC4  
& LRC Online**  
Up the stairs on Level 4

## Welcome to your LRC Guide

Your Learning Resource Centres (LRC) exist to support your learning experience by providing:

- Resources
- Study space
- Computer access: computers are available for independent study
- IT support
- Printing and copying facilities (at a small cost)
- Stationery for sale
- Chromebooks available to use in LRC3 and LRC4

You also have access to the LRC Online which can be found on Level 4, in room N.4.720

**You will need your student ID card to access all LRC resources and services.**

## Resources

There are a variety of resources for you to use including books, journals, DVDs, eBooks and a huge online resource collection.

You can find whatever you need by using LRC Search.

Go to: [don.ac.uk/lrc](https://don.ac.uk/lrc)

## Using the Learning Resource Centre

We aim to provide a clean, comfortable and safe learning environment.

To protect learning resources:

- Lidded drinks only are allowed in the area.
- Do not consume food in the area.
- Use all areas in a quiet, considerate manner
- Use computers for college-related work only
- Support LRC staff

## Learning Resource Centre 4 (S.4.800)

LRC4 is the quiet area of the LRC, it is full of spaces for you to get on with your work without disruption.

LRC4 also has a bank of Chromebooks for you to use in your studies, these can be loaned from the LRC using your College student card. Chromebooks are also available in LRC3.

The Literature, Education and HE Study Skills book collections are all located in LRC4, as well as dissertations.

## Loans and Renewals

You can borrow up to 15 items with your student ID card. Items must be returned by the date stamped on the label in the front of them.

Return or renew your loans on time as we charge fines for overdue items.

You can renew items with your card in person at the LRC reception.

Alternately, 'unseen' renewals can be made by telephone, email or via LRC Search.

You may renew your items unseen on two consecutive occasions. Please note that an item cannot be renewed if a reservation has been placed on it by another user.

Go to: [don.ac.uk/lrc](https://don.ac.uk/lrc)

## Holds

We have a service that allows you to request a hold on an item that is currently unavailable, you will receive notification via your college email when the item is ready for collection.

## Inter-Library Loans

If we do not hold the item you need in stock we can arrange a loan through the national Inter-Library Loan system. There is a charge for this service.

## Printing and Printing Credit

Printing and copying are available at a small cost using your College card. You can top-up your printing credit at the information desks in LRC3, LRC4 and the Finance Office. Please note that only cash is accepted at LRC3 & LRC4, to use your card please go to the Finance Office (£1.900).

## LRC Online (N.4.720)

This is where Skills Boost modules take place which are supported by the Information Specialists. Skills Boost is made up of online modules covering a range of topics which aim to help you further develop your life and employability skills.

**You will need your student ID card to access all LRC resources and services.**

## Logging on and Password Resets

Activating your College computer account:  
Your username is the ID number on your College student card.  
Your password begins with the initials of your first and last name (two) followed by your date of birth (ddmmyy) and ends with !  
For example:

Username: dc00565891  
Password: jc220199!

After the first login you will be prompted to change this password. For security it should be at least 7 characters long and include a mix of upper and lower case letters, numbers and special characters.

For example: olymP1c\$d0nc@stEr  
ic£Pop5

You must have logged onto a College computer at least once before you can access online resources from home. If you are unable to visit the LRC to do this you can use the Password Reset tool on the student homepage to activate your login.

Go to: [don.ac.uk/studenthome](https://don.ac.uk/studenthome)

You can also use the password reset tool to change passwords, reset forgotten passwords or extend passwords that have expired. For security reasons, passwords expire after 180 days.

If you have any difficulties with your login please contact the IT service desk:

[service.desk@don.ac.uk](mailto:service.desk@don.ac.uk)

Tel: 01302 553579