



Borrowing Material

You may “borrow” (take home) a total of **10 books**

Books are issued to you for **3 weeks**.

The date they have to come back into the Learning Centre will be stamped on a label inside the book.

Rules

The Learning Centre has some simple rules to make things fair for all:

- You need to have proof you're a student at INTO to borrow any books from the Learning Centre
- Remember, other people are studying - talk quietly ; in the Silent Study Area, **NO TALKING** at all
- Computers and printers close down 5 minutes before the end of each day
- **DO NOT** take/make calls on your mobile phone
- **NO** eating/ drinking in the Learning Centre or in the Silent Study Area
- **Need help ask Learning Centre staff.**



November 2020

Learning Centre: key information



INTO MANCHESTER

The Learning Centre (library) has books, journals/ magazines, specialised databases & electronic books to support your studies. The Learning Centre also has printers, copiers / scanners and computers to help you research and write your assignments.

The Learning Centre has material to read for pleasure and to help you relax.

Opening Hours

from October 2020

Monday: 10.00am - 5.00pm
(17:00)

Tuesday: 11.00am - 6.00pm
(18:00)

Wednesday: 10.00am - 5.00pm
(17:00)

Thursday: Closed

Friday: Closed

**Closed 1 hour each day
for cleaning.**



Learning
Centre Guide 1

Website:

<http://intolearningcentre.co.uk>

Brightspace: Library Services then e-library

E-mail: manchester.lrc@intoglobal.com Telephone: 0161 631 1222

First steps on entering the Learning Centre (library) - or Silent Study Area

Step 1

Only enter the Learning Centre or Silent Study Area if you are **wearing a mask.**



Step 2

When you enter the Learning Centre or Silent Study Area. **Please sign in.**



Step 3

When in the Learning Centre and Silent Study Area stay **2 metres apart** from other students and staff.



Step 4. When using the Computers, printers and books Please **clean** before and after use.

