

# Guide to the Learning Centre

The Learning Centre is both a physical space on the Second Floor of INTO Manchester, and an online resource area.

**The Learning Centre in INTO Manchester includes:**

- Library
- Study tables
- Silent Study Area
- Laptop Charging Points
- Computers
- Printers with photocopying and scanning facilities

**Rules in the Learning Centre**

- You **MUST** have your **student ID card** to borrow resources
- Keep conversations to a reasonable volume. In the Silent Study Room this should be completely silent!
- Computer and printing access ends 10 minutes before close.
- **DO NOT** make phone calls - make your way elsewhere to pick up
- **NO FOOD OR DRINK.** Only water is acceptable.



## Learning Centre Resources include:

- Textbooks for your course
- A collection of recent magazines and journals
  - Casual reading like Vogue, Car, FourFourTwo
  - Academic reading like The Reviews, New Scientist, New Internationalist, The Grocer and more
- Fiction books for casual reading and to improve your English
- Graded readers ideal for students of English
- The EBSCO Database full of articles and eBooks for your studies

## Borrowing Resources

- You can borrow (take home) for FREE a total of **12 books** at a time
- Books are issued for up to **3 weeks**
  - The due date is stamped in the front of the book
  - You can return them early but NOT late
- If you need more time than 3 weeks, bring the book in and the Learning Centre staff will renew your book for you!
- If you do not return borrowed resources, you may not be able to borrow more - or you may even be fined!

### Contact us

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