

Open Learning Centre for Languages & Academic English (OLCLAE) Library User Guide

Cataloguing and shelving system

Access the OLCLAE Library online catalogue at:

uca.e.manchester.ac.uk/resources/library-services/

or:

olclae.slls.online/

The cataloguing system uses the standard 3-letter code for each language, followed by a 3-letter code for category of material, then a number. Categories are:

BUS	business/commercial
COU	language learning courses
DIC	dictionaries
ENC	encyclopaedias
FIL	feature films
GRA	grammar
LIT	literature: graded readers and unabridged novels
MED	medical
MUS	music
PER	periodicals
SCI	scientific
SOC	social, historical, political, legal, cultural
TCH	languages teaching
TEL	TV series, documentaries

Examples: The French feature film *Taxi* is FRE/FIL/0155.
The Arabic language course *Simple Arabic* is ARA/COU/0030.

All library resources are shelved according to format. Where a title has several components in different formats, they share the same stock number.

All coursebooks and graded readers are shelved and colour-coded by level:

Level		Colour
7 (advanced - unabridged)	-	brown
6 (advanced)	C1-C2	green
5 (upper-intermediate)	B2-C1	blue
4 (intermediate)	B1-B2	purple
3 (pre-intermediate)	A2-B1	red
2 (elementary)	A1-A2	orange
1 (beginner)	A1	yellow

If you have difficulty finding any resources, please ask the receptionist for help.



Loans Policy

- * Most OLCLAE Library resources can be borrowed for home use, and there is usually the option to extend loans.
- * To borrow resources bring your UoM i.d.card to reception. Your card will be returned to you.
- * If you wish to use any of the books within the OLCLAE area only, you don't need to check with reception. Remember to return these books to the library or the receptionist at least five minutes before the library closes.
- * All resources in disk format should be checked out at reception, even when they're for use only in the Open Learning Centre. Bring your student card and the empty case or accompanying book to reception.
- * Where a title has several components in different formats and has the same stock number, it's classed as one item.
- * You can borrow up to three titles at a time.
- * Loans should be returned to OLCLAE reception or posted in the returns box next to reception. *(NB: Items should not be posted in UoM Library boxes or self-return machines.)*

Reference items

- * All items listed as 'Reference only' (most dictionaries, some course films, taught course texts, etc) are for use in the Open Learning Centre only.
- * When borrowing reserve list DVDs your student i.d.card will be kept until the film is returned.

To renew loans

in person: reception (NLG.6 Samuel Alexander Building)
 phone: +44 (0) 161 275 3013
 e-mail: *Ask the Library* at olclae.slls.online/
 OR
angela.farrand@manchester.ac.uk

Overdue loans

We do not charge fines for overdue loans. Please help us keep our resources available for other OLCLAE users by returning your books on time.

If you do not return an item you will be invoiced for the cost of replacing it (payment via the University's online store).

Dictionaries for exams

A collection of dictionaries is stored behind reception. These books can be taken away for use in exams. It's recommended that you book these dictionaries in advance. Your i.d.card will not be kept by reception.

Audio-visual equipment loans

Equipment such as headsets, digital recorders, and external drives for DVD playback can be borrowed from reception.