

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

Cataloguing and shelving system

The OLCLAE Library online catalogue:

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

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 language
COU	language learning courses
DIC	dictionaries
ENC	encyclopaedias
FIL	feature films
GRA	grammar resources/exercises
LIT	literature: graded readers and unabridged novels
MED	medical
MUS	songs
PER	periodicals
SCI	scientific incl. computer science
SOC	social, historical, political, legal, cultural
TCH	languages teaching
TEL	TV series, documentaries

For example, the French feature film *Taxi* is FRE/FIL/0155, and 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.

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Loans Policy

- * Most OLCLAE Library resources can be borrowed for home use for up to one week. 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; but please remember to return items to the library shelves 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 OLCLAE area. 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 items at a time.
- * Loans should be returned to OLCLAE reception or posted in the returns box next to reception. *(NB: Items posted in UoM Library boxes or self-return machines could be lost.)*

Reserve list

- * All items listed in the catalogue as 'Reference only' (most dictionaries, some course films, taught course texts, etc) are for use in the OLCLAE area only.
- * To borrow reserve list DVDs bring your student card to reception. Your card will be kept until the film is returned.

Renewals

You can renew weekly or overnight loans:

- in person at reception (NLG.6 Samuel Alexander Building)
- phone: +44 (0) 161 275 3013
- e-mail: angela.farrand@manchester.ac.uk

Fines

The OLCLAE Library operates a fining system for overdue loans - £1.00 per day for general list, £2.00 per day for reserve list items. Fines can rise to match the cost of replacing any missing or damaged resources.

Dictionaries for exams

There is a stock of dictionaries stored behind reception; these can be taken away for use in exams. It's recommended that you book these dictionaries in advance. Your card will not be kept.

Loans of equipment

Equipment such as digital recorders, external drives for playback of DVDs, etc can be borrowed from reception.