

SUSSEX DOWNS COLLEGE LEARNING CENTRES STAFF GUIDE

Opening Times (term time only) and Contact Details

Contact the LC team using the phone numbers below, or email:
learning.centre@sussexdowns.ac.uk

Eastbourne (Grove House)

The Learning Centre
Sussex Downs College
Cross Levels Way
Eastbourne, BN21 2UF
Tel: 030 300 39161

MONDAY 8:30-17:00
TUES-THURS 8:30-18:00
FRIDAY 9:30-17:00

Lewes (Southover Building)

The Learning Centre
Sussex Downs College
Mountfield Road
Lewes, BN7 2XH
Tel: 030 300 38311

MONDAY 9:30-17:00
TUES-THURS 8:30-18:00
FRIDAY 8:30-17:00

Holiday openings

The LCs open for limited hours during the term breaks. Please ask staff for details or check the LC iLearn page.

LEARNING CENTRES

Sussex Downs College has two Learning Centres:

In Lewes we have a Learning Centre and ITC in Southover Building.

In Eastbourne the Learning Centre is on the top floor of Grove House.

Purpose of the Learning Centres

The LCs are designed to be both a resources area and a place for quiet study and aim to provide:

- Resources and services to meet the needs of students and staff at Sussex Downs college
- Easy access to resources and information
- An appropriate study environment

LC Collection

Both Learning Centres have a wide selection of books, newspapers and magazines to support research needs. The full list can be found on the LC catalogue (Heritage) link on MyDay or iLearn.

Online Resources

The LC subscribes to several online resources, such as databases containing newspaper articles and other sources of information and collections of e-books. A list of these resources is available on request, or through the LC's pages on iLearn.

Facilities and services

Each LC offers the following facilities:

- PCs for research and coursework
- Places for group work and for silent study
- An online catalogue
- A careers library
- ICT support

- Lending service of resources for home study
- Printing of College ID cards
- Stationery for sale
- Resetting of passwords
- Sales point for print credit
- Research Skills sessions are available on demand

The Learning Centre is not a classroom and noise levels which are acceptable in a classroom are not acceptable in the Learning Centres. We ask all staff working in the Learning Centres to assist us in maintaining a good study environment by being aware of, and enforcing, the rules.

In order to maintain a quiet and clean study environment, we ask that students and staff adhere to the following:

- Please work quietly, even when doing group work
- Please turn off mobile phones, or keep them on silent
- Please do not bring food or drinks into the LC.

Booking and Using Computers in the LC & ITC

- The LCs are provided for independent study and should not be used as a classroom. However, we recognise that teaching staff may wish to bring their students to work in the Learning Centres and limited facilities may be booked for this purpose.
- LC computers are provided for course work only.

- A wireless network is available in both Learning Centres. Ask staff about power supplies.

Please be aware that for safeguarding reasons, all staff are expected to wear their staff badges at all times. Your staff badge is also your library card and will be needed if you wish to take out any items.

Curriculum Liaison

To ensure that the LC provides appropriate services and resources:

- Each LC team member is the liaison for various areas of the curriculum. You should be contacted by the team member, who will ask to arrange a meeting to review the resources for your subject area and the requirements of your students.
- The team member will also notify you of new resources for your area and is your first line of contact for any purchasing requests.
- If you are not contacted by a team member, please speak to the Learning Centres Coordinator.

Induction Programme

The Learning Centres' induction video is available through iLearn. We ask tutors to show students the video and then arrange a tour of the LC by contacting a member of the LC team.

Some Frequently Asked Questions

How many items may I take out?

You may borrow up to 10 items at any one time. Should you need more items, please discuss this with a member of the LC team.

How do I borrow an item?

No items are issued without a staff or student card. Take any items to the staff at the Issue Desk.

How long can I borrow items?

Most items are issued for three weeks. Some items are issued for only a week or a day. Items required for teaching should be purchased by curriculum areas.

What happens if I need to keep an item for longer?

As long as the item has not been reserved by anyone else, the item may be renewed. Items can be renewed by e-mail, by phone, in person at the LC counter, or through the LC catalogue link on MyDay.

What happens if I lose or misplace an item?

All Learning Centre items are college property and should be treated as such. Staff and students are expected to take care of the items loaned to them and will be asked to pay for items which are lost or damaged. Please do not pass or lend Learning Centre items to students or other staff members.

The LC staff are here to help – please speak to us if you need assistance or have any questions about the LCs.