

DARC & UON Library Services

for NC Level 4 & 5 Students

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Introduction

This report outlines the collaborative efforts between the Digital & Academic Resources Centre (DARC) of Northampton College and the University of Northampton Library (UON).

Its purpose is to extend library services to Northampton College Level 4 and Level 5 students commencing in September 2024.

The DARC Team can provide access to the information detailed in this report and, upon request, add page links to the relevant Teams. These will also be addressed during the induction at Booth Lane.

UON Learning Hub Visit & Induction

Northampton College teachers are encouraged to request UON Learning Hub and Library Inductions on Waterside Campus for their Level 4 and 5 HND students to familiarise themselves with the library's facilities and resources.

For induction requests please contact: libraryhelp@northampton.ac.uk

UON Learning Hub (Library) Membership

Northampton College students will need to apply individually for Associate Membership to use the library within the UON Learning Hub. Students who wish to apply should contact the DARC team. DARC staff will then provide the student with a link to the application form.

Membership will be until the end of the current academic year. Reapplication is required for the second year of study.

To apply for membership:

- students should contact the DARC team. The DARC team will provide the student with a link to the UON online membership application form. Students will need to upload a recent passport style photo and they will need to upload a scan of their Northampton College ID card.
- the DARC team should complete a separate online form, provided by UON, to verify that the student is studying on a Level 4 or Level 5 Northampton College programme.

Site Access and Parking

Northampton College students with a library associate membership can park at **Waterside (Car Park 1)** only, NN1 5PH) and **Development Hub** (NN1 5FS) in the **evenings** and **weekends**. No pre-registration is required, but parking fees apply. Payment is by cashless machine or via RingGo (24700) with fees as follows:

- Monday to Friday, from 5pm – midnight: 50p (Students, including Northampton College students with library associate membership) may park from 4.30pm **but the fee will be higher**).
- Saturday and Sunday, from 7am – midnight: £1 per day.
- Free for motorbikes.

If your vehicle has not left the site by midnight an automatic Parking Charge Notice (PCN) will be issued.

Learning Hub (Library) Access

The Associate Membership card will provide 24/7 access to the Learning Hub. Out of hours access is via a specific entry door, this will be shown during the induction tour.

The ground floor of the Learning Hub is open access to members of the public, however the library stock is located within the restricted areas on the upper floors.

The UON lanyard must be worn at all times and no additional visitors (including under 18s) are permitted.

Access to Print Collection

Students are granted access to the UON Learning Hub's study spaces and can use the library materials for references purposes or borrowing (up to five 4-week loans from the library's main physical collection). Print journals, week loans or items from the School Experience collection, health kits, CDs and DVDs, Illustrated Books, Exhibition catalogues, Fowler and our Special Collection can't be borrowed, but they can be accessed for reference purposes. Students are accountable for any books they borrow and there will be a charge for lost or damaged books.

Membership does not include access to printers, photocopiers, laptops, PCs or electronic resources, nor does it allow books or rooms to be reserved. Members must wear the lanyard provided whilst on campus and are responsible for loss of, or damage to, books and other University property. Visitors (including under 18s) may not accompany members beyond the ground floor of the Learning Hub. Please be respectful of the staff and students who are teaching and studying on campus.

Students will be able to use NELSON (Northampton Electronic Library Search Online) to search for physical books within the UON library collection. Please the online guide and video.

Access to eJournals and eBooks Databases

Access UON to e-journals and eBook databases is not permitted due to licensing restrictions. Please see the Northampton College DARC online resources or view the UON video on searching and access Open Access Journal Articles.

Facilities

Photocopying and printing facilities are **not available** to Northampton College students on-site at UON. Students are allowed to take pictures of the relevant material. However, **WiFi Guest Access** is available. Please be aware of copyright restrictions and exceptions on what you may copy.

Academic Support

Students can utilise freely available materials on Academic Skills, How to Study, and How to Research from the UON Skills Hub Website.

DARC Subject Guides and Academic Development

The UON collection is aimed at supplementing the resources available via Northampton College's DARC. Students can access the DARC's print and online collections as well as Open Access eJournal and eBook databases via the DARC University Level Subject Guides.

Students also have access the NC DARC's Academic Skills Development Online Courses and Academic Skills Development Support.

Contacts

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UON Academic Librarians
