

The Art Library



A Brief Introduction

Welcome

The Library is situated at the centre of the college on the main Folly Lane campus. We offer a dedicated Art Library service meeting the specific needs of art college students.

The library contains over 23,000 books, subscribes to over 70 journals and newspapers, and has an ever-increasing collection of DVDs.

The library also houses a careers section and the college shop selling a wide range of artists' materials.

Joining the art library means you may borrow items from the Hereford College of Technology library located on the Folly Lane campus & Holme Lacy library.

The library catalogue

All the HCA and HCT library stock is on the Talis Prism computerised catalogue. The Library catalogue is online and may be viewed from any PC at the address <http://62.172.77.105:6080/TalisPrism/index.jsp>

You can access the catalogue through the college website or through *Moodle*.

You will find **online tutorials** to help use the catalogue on the library page of *Moodle*. <http://moodle.hca.ac.uk>.

Borrowing Procedures

All items must be issued at the desk before leaving the library.

Most books can be borrowed for 4 weeks.

Short loan books, magazines and DVD's/videos can be borrowed for 7 days.

Reference books and the latest copy of magazines cannot be borrowed.

You are allowed to borrow the following number of items:

H.E. and Foundation students	10
F.E. students	6

Fines

All items are subject to fines if returned late. Charges only apply to the days on which the Library is open, payable at the following rates:

7 day loan	20p per day
4 week loan	10p per day

DVDs, Videos & Journals are 7 day loans & reminders are posted for overdue items. You can renew items online before they become overdue.

Reservations

If a book you want is on loan you can reserve it at the desk, or online. If reserving online, you will need to have your library card number to hand.

We will let you know when your book arrives, usually through your tutor, but if we have your email address we can send you an email.

Inter-library loans.

You can also request books or journal articles that we do not have in the college library through the Inter-library loan system. This costs £1 per request. Please ask at the desk for a form.

What is in the library?

Books.

The library contains over 23,000 books on all aspects of art, design and performing arts. The reference section and oversized books are shelved separately. Remember to check in the oversized section (immediately on your left as you enter the library) when you are searching for books.

Newspapers & Journals. The Library journals cover all aspects of the arts. All except the latest copy can be borrowed for a week. 1000's of back copies are available. Daily papers are available to view.

Computers. Before you can use a library computer you will need to get your personal log-in number from the IT suite. Printing costs are deducted from your college print credit. All library computers have internet access and are connected to colour printers. Print-credit can be bought at the shop.

DVD's and videos. The art library has a large collection of DVDs & videos including new and classic films, performing arts, animation, art & design and documentaries. They are free to borrow on 1-week loan. An A - Z listing is available on *Moodle*.

College shop. Selling a wide range of artists' materials.

Careers. The careers section comprises of general information including UCAS, prospectuses, funding & information on occupational areas.

Online Library Resources.

Access the Online Library Resources on *Moodle* for guides to using the library, the catalogue, DVD listings, databases, e-journals, recommended websites and much more. Databases can be accessed from the library PCs and from home. These include indexes such as Art Abstracts, Infotrac (magazine & newspapers) and Design and Applied Arts Index which can be searched by subject/artist to find journal articles. You may need your library card to access databases from home.

If you can't find what you want, ask a librarian.

CUT & KEEP

Hereford College of Arts

Library Opening Hours

Term Time:

Monday - Thursday: 8.45 am - 6.30 pm

Friday: 8.45 am - 4.30pm

Contact Us

Direct (01432) 845315

HCA Reception (01432) 273359 (ext.215)

E-mail: library@hca.ac.uk

www.hca.ac.uk