

RWCMD Library guide for Young Actors Studio and Junior Conservatoire students

Junior Conservatoire and Young Actors Studio students in school years 7+ can use the Library for free in 2019/20.

Where is the Library?

The Library is all on one level on the first floor of the main College (Raymond Edwards) building. The first floor may be reached via the lift.

How to join

- You should already have a library account when you start at College. If you don't, we will need to check with Junior Conservatoire or Young Actors Studio before allowing any borrowing.
- You will also need to complete a Junior Conservatoire or Young Actors Studio Library Enrolment Form, signed by the relevant member of staff in your department (and your parent or carer if you are under 18). Junior Conservatoire and Young Actors Studio will then notify the Library when you are able to borrow.
- Your College ID is also your Library card. You will need this to borrow.
- **Your Library account runs for one academic year until 13th July 2020 for Junior Conservatoire and 8th June 2020 for Young Actors Studio.** You need to return all items and pay any charges by that date at the latest.

What we ask

- When you sign up to join the College you also agreed to abide by our Library Charter. Please see [\[bit.ly/2cjJkUx\]](http://bit.ly/2cjJkUx) for full details].
- Most importantly: look after items borrowed, return or renew them on time, pay any charges in good time and be respectful of others when you are using the Library.
- Library membership may be refused or suspended for anyone who has not kept their account clear and/or abided by our rules and regulations.

What can I borrow?

A maximum of 2 items at a time: 1 week or 3 week loans. You cannot borrow CDs, DVDs or musical theatre scores or access any online resources. Please only borrow items for your own use (i.e. not on your tutor's behalf or for friends).

Library opening times

Senior College term time		Senior College vacation	
Monday – Friday	09:00 – 19:00	Monday – Friday	09:00 – 17:00
Saturday	10:00 – 15:00	Saturday - Sunday	CLOSED
Sunday	CLOSED		
[Sunday opening arranged with YAS]		[Vacation hours may be subject to change. All changes are advertised on our website, Twitter account and on posters in the Library]	

College term is not always the same as your term – please check that we are open before making a special journey. There is a book bin in the Students' Union (ground floor) if you need to return items when the Library is closed.

How do I renew my items?

Your items will renew automatically two days before the due date, as long as no one else has requested them and your account is clear (i.e. no late items or charges). If something does need to come back, you (or your parent or carer) will receive an email with the date.

Checking emails

It is important that you (if over 18), your parent or carer check emails regularly to ensure that any emails from the Library are seen. If items are returned late, or lost, charges will be applied (see below).

Returning items

We know that we are not always open when you are in College, so we have a book returns bin in our Students' Union (on the ground floor) which looks a bit like this:



If you post items (carefully), they are taken out each morning and returned for the day before.

Charges

We hope that you won't have any charges! However, it is important to know what they are. Please see our website, which explains that we charge more for items others need:

http://www.rwcmd.ac.uk/student_life/library/using_the_library/fines_and_charges.aspx

Charges of £10 or more will block your account and all charges must be paid by the end of the year.

Getting help

If you have any problems or questions, please do get in touch with us.

You can email us at library@rwcmd.ac.uk or call us on 02920 391331.

When you are visiting the Library, please talk to us! All staff in the Library will be happy to help you.

How do I find out whether the item I want is in the Library?

You will need to search the Library Catalogue, either online [<http://librarycatalogue.rwcmd.ac.uk>] or in the Library. If you are unable to find something, let us know (see above)!

Can I request items on loan to other people?

If you wish to request an item, you can do this by contacting us (See 'Getting help' above).

Can I request items on the shelves to be collected?

Yes, we offer this service to all Young Actors Studio and Junior Conservatoire staff and students, as we are not always open when you are in College. Please follow the steps below:

- Look up the items you want to see if they are available (see link above).
- Email us at library@rwcmd.ac.uk with details of what you would like to borrow. We ask that you send this list by midday the Wednesday before you need it – we are only a small team, so requests sent later than this may not be processed.
- We will put items on hold for you and you will be able to collect from the Library Issue Desk when we are open.