

## Teaching Resources Collection

### What is the Teaching Resources Collection?

Teaching Resources (also known as Teaching Practice or TP) is where you can find materials which will support you on your school placement. Items kept in here are listed on the catalogue with the location 'Resources'.

### Where is the Teaching Resources Collection?

The collection was moved in Summer 2010 and is now located on the first floor of the Library, down a few steps. There is a wheelchair lift to aid access.

### What's kept in there?

- Teaching textbooks and workbooks
- Children's fiction
- Educational strategy materials
- Audiocassettes – "In the author's own voice"
- Audio CDs
- Multimedia packs
- Group study table

### What can you borrow?

- If you are an education student, you can borrow 15 items in addition to your main library allowance.
- If you are a non-education student, loans from Teaching Resources form part of your allowance.

### How long can you borrow for?

- Standard items - 5 weeks
- Restricted items - 1 week/3 days

### How much are the fines?

- 5p per item per day for standard items
- 75p per item per day for restricted items

### What about when you are on placement?

When you are on placement, there are no special extended loan periods unless your placement is abroad, and then these must be arranged with the library. It is your responsibility to renew your items and return any that have been requested by other students, regardless of where you are working in the country.

Its best to bring your books into us just before you go away, then you will be able to renew them the maximum number of times. You can renew an item up to 10 times, as long as it hasn't been requested by another student or is overdue.

### Renewing your loans when you are on placement

- Email us
- Ring us on 01752 761145
- Go online to your library account at **<http://libserv.marjon.ac.uk>**
  - In the top right hand corner, enter your student number and PIN (the default is CHANGEME)

If you want somebody else (eg. your parents) to renew your books for you or collect any reservations whilst you are away and you can't get to the Library, then you must email [libraryenquiries@marjon.ac.uk](mailto:libraryenquiries@marjon.ac.uk) with the name of the person, confirming that you allow them to do this. Unless we have something in writing from your Marjon email address, we cannot allow anyone else to act on your behalf. This is due to the strict Data Protection laws to which the University College must adhere.

### Plymouth Schools Library Service

Plymouth Schools Library Centre at Chaucer Way School may be able to provide materials for your use in Plymouth Schools. You must arrange this service through your placement school. Visit their website at **<http://www.plymouth.gov.uk/schoolroom.htm/sls>** for further information.

### Devon Schools Library Service

If you are based in a Devon or Torbay school it may be possible to borrow stock from the School Library Service, who have centres in Barnstaple, Exeter and Torquay. Visit their website at **[www.devon.gov.uk/school\\_library\\_service](http://www.devon.gov.uk/school_library_service)** for further information.

### Cornwall Education Library Service

An INSET collection is available from Cornwall Education Library Service for use by teachers and students nationwide. Please ring 01872 324316 or contact [els@cornwall.co.uk](mailto:els@cornwall.co.uk) for further details

**Visit** the Library at [www.ucpmarjon.ac.uk/facilities/library](http://www.ucpmarjon.ac.uk/facilities/library)

**Email** the library on [libraryenquiries@marjon.ac.uk](mailto:libraryenquiries@marjon.ac.uk)

**Telephone** the library on 01752 761145

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