THE LIBRARY, DIGITAL RESOURCES AND COMPUTER USE

THE LIBRARY

The National Centre library contains many books and DVDs that students can read/watch on-site. These are for reference only and only available to borrow on request through the HE Team. The library is a resource for the National Centre as a whole, so HE students will find that some resources are more directly applicable to their studies than others.

The books are ordered on the shelves according to their category. It is important that you return your book to its correct category (as indicated by the coloured stickers on the spine of the book).

ONLINE LEARNING RESOURCES

In addition to the many books and DVDs available in the library, students can access an array of resources online.

Please visit the LIBRARY channel on the HE NOTICEBOARD Teams for a list of recommended online resources.

Marquee TV

We subscribe to Marquee TV which is a multi-genre online performing arts streaming service. Students can access this onsite via the library computers. Individual accounts for access offsite are also available on a first come first served basis, depending on demand.

TEAMS

Teams is our Virtual Learning Environment (VLE). Please read the Guide on How to **TEAMS** available on TEAMS.

EMAIL & INTERNET USE

With the use of email, the National Centre is at risk from incoming viruses, which could severely damage our systems. All computers at the National Centre are loaded with anti-virus software, which should protect against known viruses. The most damaging viruses are sent via an email attachment, so the National Centre requests that if you receive an unsolicited email with an attachment that you do not open it, just delete it.

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Students are requested not to download unauthorised software, as certain applications may have viruses attached or can sometimes conflict with other licensed software and cause problems with the machines.

Students have access to the Internet on the understanding that they do not view sites with obscene or offensive content.

In addition to the above, all students are required to abide by the following conditions:

CONDITIONS FOR USE OF COMPUTER FACILITIES

1   Loading of any software is not permitted. Students must not use the National Centre's Internet access for personal advertisements, solicitations, promotions or destructive programmes (i.e. viruses and/ or self-replicating code). You are not permitted to use the National Centre's address to join mailing lists. You should not use any form of bulk mailing or anonymous emailers whilst accessing the Internet through the National Centre.

2   It is forbidden to send, receive and display material that is fraudulent, illegal, sexually explicit or defamatory or which may bring the National Centre into disrepute.

3   Students work can only be stored in memory sticks. Work should never be saved on the computer.

4   If you bring your own memory stick, and virus software identifies a problem, the memory stick cannot be used on the National Centre computers until permission is received from the IT Manager.

5   No food or drink is allowed in the classroom/ library.

6   You are asked to respect other learners' needs for quiet whilst studying.

7   The National Centre will not be responsible for any damage, direct or indirect arising out of misuse of its Internet resources.

8   Learners must comply with all software licenses, copyrights and all laws governing intellectual property and online activity.

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