Where is the Library?

The library can be found on levels 3, 4 and 5 of the Cathedral Street campus.

Opening times are:

- Monday 08:30 - 19:00
- Tuesday 08:30 - 19:00
- Wednesday 08:30 - 19:00
- Thursday 08:30 - 19:00
- Friday 08:30 - 16:45

How can I borrow books?

You need your student card to borrow books from the Library. You can take up to 10 books, but you **must** return them when they are due back. You can see the **date** your book is due back is stamped in the front of your book.

How long can I keep books?

You can borrow most books for 4 weeks. You can borrow some special books (for example, a dictionary) and all feature film DVDs for 1 week. The books you can borrow for 1 week have a **red sticker** on the side.
Can I keep a book longer?

Yes, you can keep a book for longer if you want. You can ask Library staff to renew your book, before the due date stamped in the book.

Be careful! If you do not return your books on time, you will have to pay a fine. This means you will be charged 10 pence for each book, every day it is late. So, if you return 5 books which are 5 days late, you would have a fine of £2.50 to pay! So you must return or renew your books before they are late.

How can I use the computers in the Library?

You will need your student card to use the Library computers. Ask the Library staff to help you. They are very helpful.

How do I log in?

Username: your student reference number (on your student card) (see above)

Password: City followed by your date of birth (CityDDMMYY) e.g. City260495

When you log in for the first time, be ready to choose a new password.
MyCity

You can also visit MyCity, the college online learning space where you access material from your ESOL course.

To access MyCity, go to http://my.cityofglasgowcollege.ac.uk. You use the same login to access MyCity that you use to log in to a PC.

Remember, your **username** is your student reference number (on your student card), and your **password** is City followed by your date of birth (CityDDMMYY) e.g. City260495 (or the new password you changed it to).

**Remember!**

Computers and printers are **turned off 15 minutes before the library closes**. Remember to **save any work** onto your College Network Drive, to OneDrive or to a USB stick, **NOT** on the library computer desktop.
Where can I find books to help me improve my English?

You will find lots of ESOL books at shelfmark **400-428** on Level 4 of the library.

A good way of improving your English is to **read as much as you can**. You can find reading books from beginner to advanced level.

Many books also have **CDs** - they are great for improving your **listening skills and pronunciation**!

You will also find dictionaries, grammar and vocabulary guides and exam preparation materials.

You can see which books we have available by searching **the online catalogue**:

[http://library.cityofglasgowcollege.ac.uk](http://library.cityofglasgowcollege.ac.uk)
Can I find newspapers in the library? Reading newspapers is a great way to learn more about a new culture and develop your language skills. You will find a number of daily newspapers available to read in the library. You can read these newspapers in the library, but we’re sorry…… you can’t take them home!

What online material can I use to help me improve my English? You can use the computers at the library to access some websites which can help you improve your English. You can also access these websites from home.

**Grammar and vocabulary practice at different levels**
- [www.oup.com/elt/englishfile](http://www.oup.com/elt/englishfile)
- [www.oup.com/elt/headway](http://www.oup.com/elt/headway)

**Listening comprehension practice**
- [www.elllo.org/](http://www.elllo.org/)

**Vocabulary games and pronunciation practice**
- [www.bbc.co.uk/worldservice/learningenglish/](http://www.bbc.co.uk/worldservice/learningenglish/)

**General English practice and IELTS preparation**
- [learnenglish.britishcouncil.org/en/](http://learnenglish.britishcouncil.org/en/)

**Quizzes and games**
- [www.englishclub.com/](http://www.englishclub.com/)
- [www.englishpage.com/](http://www.englishpage.com/)

**Citizenship and Life in the UK test**
- [http://www.theuktest.com/](http://www.theuktest.com/)
Can I access e-books in the library?

The library provides access to many e-books for ESOL and English as a language. You can read these e-books by using your College login and they are **free to use!**

You can read e-books through **Dawson** and **ebrary** by using your College login details through the Library’s webpages at:

[http://library.cityofglasgowcollege.ac.uk/finding-resources/e-resources](http://library.cityofglasgowcollege.ac.uk/finding-resources/e-resources)

You can also search for e-books through the **library catalogue** at:

[http://library.cityofglasgowcollege.ac.uk](http://library.cityofglasgowcollege.ac.uk)
E-resources (useful for students at Intermediate 2 and Higher)

Here is a list of the library’s electronic resources which are most useful for ESOL.

Remember, you must use your College login and password to access many of these resources at college and from home.

Choose the resource you would like to use from the A-Z list on the Library’s site at:

http://library.cityofglasgowcollege.ac.uk/finding-resources/e-resources

- **Credo Reference**
  Credo is a great place to find dictionaries, encyclopaedias and topic guides.

- **General OneFile and InfoTrac**
  General OneFile and InfoTrac let you read UK regional and national newspapers, including the Scotsman, the Herald, the Guardian etc.

- **Scran (Scottish Cultural Resource Network)**

You will find lots of information and images from around Scotland and the UK - Scran is great for learning about our history and culture. Take a look at the Resources section for lots of information on Scotland.

Should you have any additional support needs and require assistance in accessing library resources, please do not hesitate to get in touch with us by telephone or access our contact us page through our website. Our contact details are:

**Telephone:**
- 3rd Floor - 0141 375 6823
- 4th Floor - 0141 375 6824
- 5th Floor - 0141 375 6825