

Open Learning Centre for Languages & Academic English (OLCLAE) Library User Guide

Cataloguing and shelving system

The OLCLAE Library online catalogue can be accessed from:
ucaae.manchester.ac.uk/resources/library-services/
 OR
olclae.slls.online/

The cataloguing system uses the standard 3-letter code for each language, followed by a 3-letter code for category of material, then a number. Categories are:

BUS	business/commercial language
COU	language learning courses
DIC	dictionaries
ENC	encyclopaedias
FIL	feature films
GRA	grammar resources/exercises
LIT	literature: graded readers and unabridged novels
MED	medical
MUS	songs
PER	periodicals
SCI	scientific incl. computer science
SOC	social, historical, political, legal, cultural
TCH	languages teaching
TEL	TV series, documentaries

eg: the French feature film *Taxi* is FRE/FIL/0155, and the Arabic language course *Simple Arabic* is ARA/COU/0030.

All library resources are shelved according to format. Where a title has several components in different formats, they share the same stock number.

All coursebooks and graded readers are shelved and colour-coded by level:

Level		Colour
7 (advanced - unabridged)	-	brown
6 (advanced)	C1-C2	green
5 (upper-intermediate)	B2-C1	blue
4 (intermediate)	B1-B2	purple
3 (pre-intermediate)	A2-B1	red
2 (elementary)	A1-A2	orange
1 (beginner)	A1	yellow

If you have difficulty finding any resources, please ask the receptionist for help.

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Loans Policy

- * Most OLCLAE Library resources can be borrowed for home use, and there is usually the option to extend loans.
- * To borrow resources bring your UoM i.d.card to reception. Your card will be returned to you.
- * If you wish to use any of the books within the OLCLAE area only, you don't need to check with reception; but please remember to return items to the library shelves at least five minutes before the library closes.
- * All resources in disk format should be checked out at reception, even when they're for use only in the OLCLAE area. Bring your student card and the empty case or accompanying book to reception.
- * Where a title has several components in different formats and has the same stock number, it's classed as one item.
- * You can borrow up to three items at a time.
- * Loans should be returned to OLCLAE reception or posted in the returns box next to reception. *(NB: Items should not be posted in UoM Library boxes or self-return machines.)*

Reserve list

- * All items listed in the catalogue as 'Reference only' (most dictionaries, some course films, taught course texts, etc) are for use in the OLCLAE area only.
- * To borrow reserve list DVDs bring your student card to reception. Your card will be kept until the film is returned.

To renew loans

in person: reception (NLG.6 Samuel Alexander Building)
 phone: +44 (0) 161 275 3013
 e-mail: *Ask the Library* at [olclae.slls.online/](mailto:olclae.slls.online@man.ac.uk)
 OR
angela.farrand@manchester.ac.uk

Overdue loans

We do not charge fines on overdue loans. Please help us keep our resources available for other OLCLAE users by returning your books on time.

If you do not return an item, you will be invoiced for the full cost of replacing it. You can pay an invoice for a non-returned resource via the University's online store.

Dictionaries for exams

There is a stock of dictionaries stored behind reception; these can be taken away for use in exams. It's recommended that you book these dictionaries in advance. Your card will not be kept.

Audio-visual equipment loans

Equipment such as headsets, digital recorders, external drives for playback of DVDs, etc can be borrowed from reception.