Hockney Library is located on the second floor of the David Hockney Building.

**Library Opening Times**
During terms times the library is open

<table>
<thead>
<tr>
<th>Monday - Thursday</th>
<th>8am - 8pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>8am - 5pm</td>
</tr>
</tbody>
</table>

**Borrowing Items**
Most items can be borrowed for 3 weeks, with some popular items for just one week – these have a yellow sticker on the spine. You can borrow a total of 20 items at any one time.

Use the self-service machines to borrow and return library items. You can also pay fines, renew items on loan and check your library account.

You will need your ID card number and PIN, which is set to your year of birth.

**Extending your loan**
You can renew your borrowed items as long as no one else has requested them. You can renew items by: logging into your library account from the Library Catalogue - click on Log in to your account and enter your ID card number and PIN; using a self-service machine in the Library; telephoning the library during library opening hours (01274 433112/3331).

**Fines**
You will be fined 10p a day for 3 week loans and 30p a day for 1 week loans if items are returned late or not renewed in time.

**What if I can't find what I need?**
If the book is on loan, you can reserve a copy using the Library Catalogue. Click on the Request button next to the title. We will email you when the book has been returned and ready for you to collect. If the book or journal article that you require is not available in the library, it may be possible to order a copy for you using our Inter-library loan service. Request forms are available on the Inter-Library Loans Moodle site.

**Emails**
We send emails to your college email address to remind you of overdue books, notify you when your reservations are ready to collect, and to correspond regarding inter-library loans you may have requested.

**Finding Items in the Library**
The Library Catalogue is available online and lists all the books, e-books, journals and DVDs in the library.

Search by author, title or a subject keyword. Any matching results will be displayed. You can then find out the following information: where the book is (the shelf mark); how long the book can be borrowed for; and whether a book is on the shelf or out on loan.

Books on the same subject will be located near each other. Look for the item on the shelves using the shelf mark.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Shelved At</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events Management</td>
<td>394.2</td>
</tr>
<tr>
<td>Tourism &amp; Hospitality Industry</td>
<td>338,4791</td>
</tr>
<tr>
<td>Transport inc. ticketing</td>
<td>387</td>
</tr>
<tr>
<td>Food and Nutrition</td>
<td>612.3 &amp; 613.2</td>
</tr>
<tr>
<td>Catering</td>
<td>641.5</td>
</tr>
<tr>
<td>Hospitality Industry</td>
<td>647.94</td>
</tr>
<tr>
<td>Recreation Management</td>
<td>790.06</td>
</tr>
<tr>
<td>Travel Guides</td>
<td>914 - 919</td>
</tr>
</tbody>
</table>

You will also be using books on marketing, business skills and management, and for study skills, reflective practice and PDP.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Shelved at</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Skills / WBL</td>
<td>371.30281 378.170281</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>647.2 &amp; 658.3</td>
</tr>
<tr>
<td>Business Skills and PDP</td>
<td>650.1</td>
</tr>
<tr>
<td>Management</td>
<td>658</td>
</tr>
<tr>
<td>Marketing, Customer Service</td>
<td>658.8</td>
</tr>
</tbody>
</table>

**E-Books**
Many of your books are available on-line. You can access these from the Library catalogue, Put your topic in the search box and click on the Refine Your Search E-book link. Click on the book cover and enter your username and password at the prompt. You can read online or download the book for a fixed period.
Electronic Resources

Use our online resources to research for journal articles and market reports.

Library databases are collections of information that can searched using the Internet. We have databases covering most subject areas including Hospitality, Tourism, Management, Marketing and Law.

You can use the Electronic Resources web page to access online resources, including e-books, electronic databases and electronic journals. These resources can be accessed anywhere you have internet access using your College username and password.

DISCOVER@BradfordCollege is our online search tool. It is like Google but the results are higher quality and more relevant. It is a quick and easy way to search many of the Library’s resources. It is particularly good for Management and Marketing journals, and also searches a number of Hospitality and Tourism journals.

IBISWorld is our comprehensive collection of UK industry market research. Includes statistics, analysis, forecasts and Brexit Impact Reports for industries such as Hotels, Holiday Accommodation, Restaurants, Catering Services, Travel Agencies and Tour Operators. Each report includes information on operating conditions, competitive landscape, and industry outlook and will be useful for SWOT, PESTLE and Value Chain Analysis.

Journals & Magazines

Journals are academic or professional magazines which contain articles, reports and news stories, and are published regularly throughout the year.

Journals are mainly available online via our databases although some titles are available in the library, including Leisure Management and Travel Trade Gazette.

Moodle

Once you have logged on to Moodle, click on Learning Resources and then Library Services, then select Hospitality and Travel Management from the Higher Education subject list. From here you can find guides to the Library, Journals, Databases and links to recommended reading.

Study Skills

skills4studycampus is an interactive online tutorial which will help you practice and improve your study skills: referencing; note making; presentations and exam skills.

Books on study skills are shelved at 371.30281 and 378.170281.

Quiet Study Areas and Study Rooms

There is a quiet study area in the Library near the Library Desk.

There are also a number of study rooms that can be booked by students; these are on the 2nd, 4th and 5th floor of the David Hockney building.

The Study Rooms can be booked at the Library Information Desk where you will be issued with a room pass. Study rooms can be booked up to a week in advance, for up to two hours at a time.

Technology and Media

Technology and Media are on the 2nd floor of the David Hockney building. From here you can borrow digital cameras and camcorders. They also can provide access to a Digital Media Lab and Media Editing Suite.

IT Help Desk and Wifi

The IT Help Desk can also be found on the 2nd floor of the David Hockney building. From here you can borrow laptops for use in College and ask for help with password and IT problems.

Wifi is called Eduroam – log in using your college email and IT password.

Your Librarian is:

Name: Lakshmi Banner
Email: lbanner@bradfordcollege.ac.uk
Phone: 01274 43 3112

Academic Librarian Support:

Staff at the Library Helpdesk on Floor 2 of the David Hockney Building are also available to assist you with any enquiries that you may have.

General email: askalibrarian@bradfordcollege.ac.uk

Useful Links

Library webpage:
https://bradfordcollege.ac.uk/student-services/library-services

Electronic Resources webpage:
https://bradfordcollege.ac.uk/student-services/electronic-resources

Library catalogue:
http://librarycatalogue.bradfordcollege.ac.uk

Moodle:
moodle.bradfordcollege.ac.uk