

Lockers

Students may use a locker to keep their personal belongings safe, including books they have issued from the library. Request a locker key from the Library Services Desk and sign the reservation form upon receipt and return of locker key.

All locker keys should be returned before library closing hour of the same day the key was taken.

Loan Services & Periods

All registered CITY College students, staff and alumni with a valid membership are eligible for borrowing and using the ILC resources, services and facilities.

Undergraduate students: 3 items for 2 weeks

Postgraduate students: 4 items for 3 weeks

PhD students: 5 items for 1 month

Academic staff: 5 items for an academic semester

Alumni: 2 items for 2 weeks

Items on loan may be renewed twice.

Public Services

The ILC is open to the general public. To regularly use the IT facilities and borrow books, registration is required. Community members may choose either to be Day Visitors or to become External Members.

Personal ID or Passport is necessary for a valid registration.

Abuse of ILC Regulations

The ILC staff has the authority to determine whether a user's behavior is improper, or if this behavior inconveniences other library users, or causes damage in the ILC. Abuse of ILC regulations may result in loss of all membership privileges.

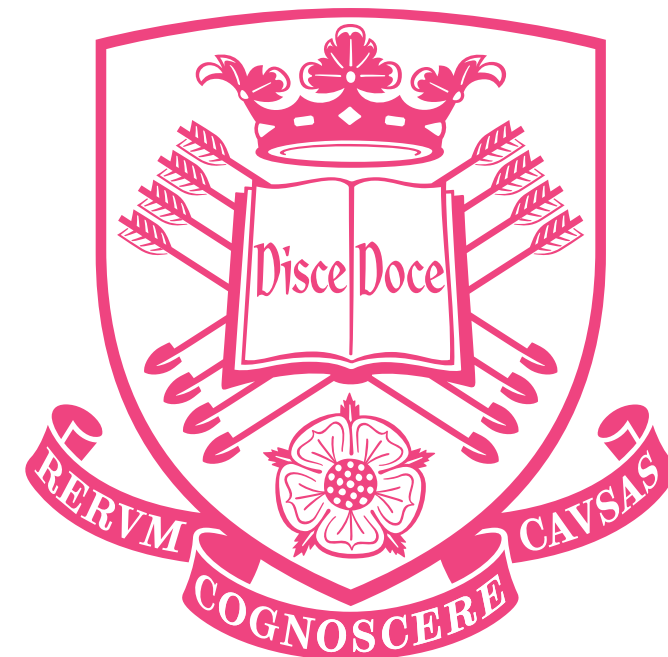
Noise level should be kept to the minimum when entering and while using the library resources and facilities.



Information & Learning Commons.

Introducing the ILC.

Not just a Library...



ILC Information & Learning Commons.

The University of Sheffield
International Faculty,
CITY College

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www.citycollege.sheffield.eu

Find us on Facebook:
CITY College Thessaloniki



Opening Hours
Monday - Friday: 09:00 – 22:00
Weekends (October to May): 11:00-18:00

An inspiring vision

The Information & Learning Commons (ILC) is The University of Sheffield International Faculty, CITY College's, state of the art facility, a benchmark of quality educational environment and studying experience. The ILC a unique for the Greek standards model of facility brings together resources, services and technology, and provides an environment far more innovative and user-friendly than a typical academic library.

A dynamic, collaborative workspace that integrates

- Print collections (books and current journals)
- Digital collections (databases, ejournals & ebooks)
- PCs and Laptop Working Areas
- Wireless Networking and IT Services
- Information Services Desks
- Study Rooms
- Multimedia Room
- Seminar Room
- Career & Employability Corner
- Academic & Research Skills Development Corner
- Reading Areas (Group, Individual, Quiet)
- Social and leisure space with comfortable seating

IT Facilities

The ILC provides a seamless working environment that enables users to access, manage, and create information **all in one place**. Students doing research or preparing assignments and projects can access information, use software or equipment, and write, without changing location. Library and IT staff assist users with their information, reference and technology needs from a single point simplifying services.

The wireless network can be accessed from anywhere in the ILC. Laptops can be connected and used in all areas where tables and plugs are available.

Reproduction Services (Photocopying, Scanning, Printing)

A self-service photocopy machine is housed in a separate room for the reproduction of extracts of books, dissertations or periodicals. There is a printing charge of 0.03 cents per page.

Scanners, color and black & white printers are available for use next to all the computing facilities.

Free printing units are granted to all students, at the beginning of the academic year. To add extra units to an account, students should approach the ILC Staff.

ABEKT Library Catalogue

ABEKT is the Library's online catalogue and is the key to locate the items you need for your research and manage your loans. It contains records for print books, periodicals, dissertations and audio-visual material. Each "item record" includes full bibliographic details, contents information and a full summary of the item.

<http://citycollege.sheffield.eu/abekt>

Electronic Resources

EBSCO Databases

EBSCO is the world's foremost premium research database service. Subscription provides access to the full text content of databases that cover in depth almost every subject area

Ebooks (EBSCOHost)

Comprehensive collections of electronic books that cover a broad range of disciplines, such as, social sciences, computer science, mathematics, psychology, business & economics, engineering & technology, law, politics, skills, study aids & language learning, health & medicine, etc. Features: search, view and download e-books (pc, laptop, mobile devices access).

Research Publications

Access and download publications (articles, conference papers, book chapters, etc) written by members of the IF academic staff.

Google Scholar

Google Scholar indexes the full text of scholarly literature such as: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and, other web sites.

MUSE (My University of Sheffield Environment)

Muse is designed to give International Faculty students and staff personalized access to the University library online resources and services:

- **STARPlus**, the Library catalogue to search university collections, including, print books & electronic books, journals, theses, White Rose Research On line (WRRO) content, databases, maps, images & sounds.
- **"Articles and Databases"** for literature searches to multiple databases simultaneously.
- **Google Scholar** with direct links to Sheffield's Library full text context.
- Email services and personal address books.

Interlibrary Request Service (IRS)

Use the IRS to obtain material such as articles, book chapters, conference proceedings and reports that is not part of the library collections. Before making a request, check the e-resources to ensure that the item is not in stock. All requests should be sent to

library@city.academic.gr

Document Delivery Service (DDS)

The DDS brings desktop delivery of journal articles and book chapters to those who cannot visit the ILC in person, through the library's scanning service.

Off-campus users may also use the DDS to request items for loan to be sent to any postal address. Requestors remain responsible for the safe return of the dispatched items. The DDS may be used during the whole academic year with the exception of summer vacation (10 July to 30 August).

Study Areas

The ILC provides a variety of study areas to accommodate different ways of studying.

Quiet Study

Study Spaces in the Quiet Study Room are available for use by individuals who need an environment conducive to quiet study or reading. It is not available for Group usage. There is no time limit to use the Quiet Study Room. Laptop use is permitted. Mobile devices should be set to silent mode.

Group Study

The Group Study Room is intended to support students for group study on projects and assignments or presentations. It is not intended for individual use or study. Two groups of students may use the Room simultaneously. Group reservations can be held for four hours maximum per day.

Seminar Room

The Room is primary for scheduled seminars, meetings and events. However, when available, students may reserve it for group presentations. In examinations period priority is given to individual and quiet study. Maximum reservation is two hours.

Reading Areas

Reading spaces & tables equipped with comfortable chairs and plugs for laptop use are available throughout the ILC. No booking is required.