

To speak to a member of the Student Services Team please call 01494 585555 and ask to be put through to Student Services.

Information Hub Amersham

Achieve Wonders

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BORROWING RESOURCES

You may borrow up to 6 items at a time.

Colour Tabs on the book spines indicated the borrowing periods:

White Spine Label	=	2 Week Loan
Yellow Spot	=	1 Week Loan
Red Spot	=	Overnight Loan
Blue Spot	=	Staff Loan Only
QR	=	Quick reference can not be borrowed

There is a catalogue of available books on moodle.

FINES

Fines are imposed on overdue resources:

£1 per day on overnight loans

20p per day on 1 week loans

10p per day on 2 week loans



Amersham & Wycombe
College

Equal Opportunities

Amersham & Wycombe College positively respects, promotes and develops the diversity and ability of its current and potential learners, and values the contributions which people from a range of backgrounds bring to the institution.

The information hub at Amersham is along C Corridor. There you will find a wide range of resources available for the use of students and staff of the college.

There are books, journals and newspapers. There is also a photocopier and scanner as well as computers and macs for “drop-in” use by students.

The information Hub also offers a range of on line resources.

There are helpful staff available to assist you

Achieve Wonders

BOOKS

We have a wide range of books to help you with your course. These are available to borrow or to use within the Information Hub.

PHOTOCOPIER

There is a photocopier available in the Information Hub. This is used with a card which can be purchased for £1.50 from reception and needs to be topped up with credit from the machine (also based in reception).

You can photocopy black and white, colour, enlarge or reduce copies, double sided copying. Staff are available to help you with this in the Information Hub.

CAREERS

A selection of careers books are available .

A careers adviser is available for one –to-one appointments, who is based in the Information Hub.

The careers adviser can also arrange for an appointment with a Connexions Personal Adviser.

UCAS

- We have a wide range of University prospectuses .
- Posters/information regarding University Open days.
- Help Registering with UCAS.
- Resetting of UCAS Passwords.

UCAS

STUDENT SERVICES OFFICE

The Student Services office is located off the Information Hub. Here you will be able to access the following:

- Student Adviser
- Work Placement Officer.
- Team Leader—Information , Advice & Guidance.
- Team Leader—Tutorial & Enrichment.
- Student Services Administrator



E-LEARNING

Upstairs in the Information Hub is a dedicated E-Learning area. E-Learning staff are on hand to assist you with Moodle, MS office queries and password resets.



ONLINE RESOURCES

We can give you information for using online resources, you can also access links via Moodle Resources then go to the LRC/online resources link.

OPENING TIMES

Monday 9.00 - 17.00

Tuesday 9.00 - 20.00

Wednesday 9.00 - 20.00

Thursday 9.00 - 17.00

Friday 9.00 - 16.30

CONTACT INFORMATION HUB STAFF:



**PHONE:
01494 585555**



www.amersham.ac.uk



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info@amersham.ac.uk