

WRITTLE COLLEGE LIBRARY

Library Opening Hours - Term Time

08.30 - 20.30	Monday to Thursday
08.30 - 21.30	Friday
09.30 - 18.00	Saturday
13.30 - 18.00	Sunday

Library Opening Hours - Vacation Time

08.30 – 16.30 Monday to Friday

Contacting the Library

Address

The Library
Writtle College
Chelmsford
Essex
CM1 3RR

Telephone

01245 424245

Email

TheLibrary@writtle.ac.uk

Membership

All enrolled Writtle College students are entitled to full Library membership.

Students may borrow six items at a time.

Outside Library opening hours, books can be deposited in the Book Drop Box in the Foyer outside the Library.

Renewals

If no one else has reserved an item you can renew it yourself in the Library.

Items can be renewed by telephone on 01245 424245, in person or via StudentNet - Library pages on the Intranet at home or in College.

Fines

Fines are charged on all items not returned or renewed by the due date

Lost or damaged items must be paid for.

Photocopying

This is possible through your student ID card.

Farms information Office

The Farms Information Office is situated on the upper floor and is run independently of the Library although some computer facilities are shared.

Access

To enable access to both floors of the Library there is a lift in the Library foyer.

Library staff are willing to offer extra help to guide users to the materials that they need and to offer assistance.

Please ask a member of the Library Staff for help.