**Book 6 – Test 4 – Section 3**

Good afternoon. Can I help you? Good afternoon. Yes, I’ve just transferred to the school of education and I’d like information about joining the library. Well the school of education has libraries on two sides as I’m showing(sure) you now. This one here is the forthem(Fordham) site and the other is on castle road. And is there any different(difference) between the two libraries? Not in terms of their facilities. Access to online databases and the internet is available on(at) both sides and each sides(sites) has a range of ~~reference~~ materials on education. Oh yes, I see. But the castle road site has books on sociality(sociology of) education and ~~the~~ a collection of text books and teaching resources covering most of the subjects toward(taught) in secondary schools. Oh right. But I’m training to be a primary teacher so I need to look at materials for 5-11 age group. Then you’ve come to the right place. At different(difference) we hold material relating to primary education. As well as special needs but of course you need to familize(familiarize) yourself with ~~the~~ both sides(sites) to make the most of our resources. You haven’t mentioned pre articles(periodicals). Are they held on both sides(sites)? Current issues yes. But I you want to look at back issues. You’ll need to use cd room~~’s~~ databases which are held here in forthem(Fordham). I see. Now about borrowing books. I’m living out of town~~s~~ so I’m hoping I can borrow quite a few items and cut down on the number of trips I have to make. Right. Well members can borrow two books at a time from each sides(site). Only two books. Only two from each sides(site). But that’s four altogether. Oh, I see. And how long can I hang on to them for? The borrowing period is one month. But of course books can be renewed. You can renew any item a maximum of three times. Do I have to come to the library to do that? No, You can do it by telephone or email. But you can’t renew over jeo(overdue) books this way. Only before or under du(due) dates stan(stamped) in a book. We’ll need your full name, you borrower number and the name of the site library you borrow the items from. So theoretically I can borrow books for up to three months. Is that what you are saying? Yes, provided that(they are) not recalled. So what happens then? Well sometimes an item is requested by another borrower. In which case we’d send you a letter and you’d have to return book in(within) seven working days. Don’t forget we are close on Sundays. Ok. I expect a little(it’ll) take me a while to find what I need. There is such a lot here. Yes there is. But if you need help how getting started. This term we are running three study skills workshops. What are they on? Oh let me see. First one is on resources. Yes here it is. How to use the library resources. That includes everything not just the print and technical resources. That sounds useful. Is there anything on using the internet? Oh let’s see. The one on internet for beginners was last term. This term is finding resource materials online. That sounds interesting too. What is the last one? It’s a workshop on dissertations. What do you mean? How to write one? no It’s more to do with academic writing conventions. You know writing a bibliography and how to refer to sources in your text. That sort of thing~~s~~. Anyway. Here is a leaflet with ~~the~~ information about all three. Oh tanks a lot. That’ll be very useful. You’re wellcome.