

As British Council students you have free access to the Resource Centre, where you can borrow didactic materials, books and DVDs. **You are also entitled to reserve a place for the Film Club.**

A notice board with information about the **Film Club Calendar** and changes to the Opening Hours is situated in the corridor heading to the Resource Centre.

Our **delivery service** allows students attending courses at satellite centres to reserve items online, to pick up and return them in class.

What type of materials can you borrow in the Resource Centre?

- Grammar & Vocabulary books
- Easy Readers with audio CDs/downloadable audio files
- Listening and Pronunciation sets – Books with CDs &/or DVDs
- Cambridge KET, PET, FCE, CAE, CPE and IELTS past papers and Exam skills books
- Business English: Professional English Series, BEC Preliminary, Vantage and Higher
- Legal and Financial English
- DVDs: Films, Classics, Documentaries, Theatre, TV series
- **E-books downloadable on your devices** (either computers or tablets)
- Magazines: Speak Up (for Italian learners of English) and Harvard Business Review
- Modern and Classic novels
- Methodology for teachers of English

What can you do from home?

- Browse the online catalogue <https://bcmilan.libertyasp.co.uk> on any device (computers, tablets or smartphones) - see next point on how to download the Resource Centre app.
- Reserve and renew items
- Download/read online **e-books** on your devices (computer or tablet only – NOT smartphone)
- Add your book reviews

How can you download the Resource Centre app?

- Go to either the **Apple App Store** or to the **Google Play Store**, search for **Library Links** and download



How can you set up the Resource Centre app?

1. Before setting up your Resource Centre app, **first** you need to log in to your Resource Centre account on a computer.

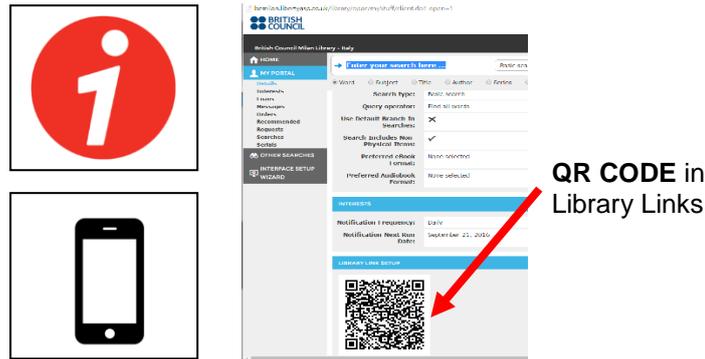
- Go to <https://bcmilan.libertyasp.co.uk> and log in:

Username: Have you registered already? If not, please do so and you'll receive your credentials by email. Have you had already your membership card activated? Enter the **barcode** (username) that appears on it (for more info about **registering online** see our dedicated leaflet 'How to join the Resource Centre for free').

Password: the password you entered during registration or if you want to change it go to **My Portal** → **Details** → **Change password**) on the homepage top left corner.

2. Now, you can set up the app.

- Go to the **Setup tab**. At the top of this screen tap '**SCAN SETUP CODE**' and then scan your **QR code** with your phone.
- To find your **QR code**, please follow <https://bcmilan.libertyasp.co.uk> and log in then go to **My Portal** → **Details** → **Library Link Setup**.
- Enter your **Password** and click **SAVE**.



What can you do in the Resource Centre?

- Browse the online catalogue <https://bcmilan.libertyasp.co.uk>. Reserve and renew items.
- Pick up materials reserved in advance.
- Choose materials available on the shelves
- Ask the Resource Centre staff for advice.

Is it difficult to use the on line catalogue?

No, it isn't. It is very user-friendly but if you do have any questions, do not hesitate to ask Resource Centre Staff.

What 'key words' should you enter to find what you need?

If you are looking for specific DVD sections enter: **"Film on DVD"**, **"Documentary on DVD"**, **"Theatre on DVD"**, **"Classics on DVD"** or **"TV series on DVD"** depending on what you are interested in. For English subtitles enter **"Film on DVD Subtitles: English"**

More "key words" for other materials are: **"Electronic books"**, **"Easy Readers"**, **"Easy Readers + Audio CDs"**, **"Learning Material"**, **"Exam Material"**, **"Periodicals"**. If you add your level e.g. **"Easy Readers + Audio CDs B1"** you will get the complete list of Easy Readers + Audio CDs suitable for you.

Is it possible to borrow materials "on the spot"?

Certainly! A selection of materials has been displayed on the shelves but you can find the whole collection in the catalogue, especially DVDs.

What are your borrowing rights?

- 2 books for 2 weeks + 1 DVD for 1 week at a time renewable twice.
- Exam Material: 1 item for 1 week renewable twice.
- 2 **e-books** at a time for 2 weeks maximum renewable once.

When is the Resource Centre open?

Day(s)	Time
Monday	13:45-17:15 17:45-20:15
Tuesday - Thursday	10:45-13:30 14:00-20:15
Friday	10:45-13:30 14:00-18:30
Saturday	11:00-13:30 14:00-16:00

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