

Library Visits for School and College Groups



Session Overview

Brunel University London welcomes organised visits from school and college groups wanting to refer to our printed Library resources at the University campus. We are keen to offer you a range of options for your visit to best suit the needs of your group.

WHAT CAN WE OFFER YOU?

We are happy to receive requests for Library visits to take place during the months of January - February / June - July for the following sessions:

- **General Library Visit**
We are able to assist in arranging visits for school and college students to use our Library for study purposes. Student groups will be met on campus by a member of staff and shown how to find the relevant printed resources in the Library.
- **Library and Study Skills Workshop**
Students are invited to take part in a workshop providing them with an opportunity to develop their academic and information literacy skills. The workshop is particularly useful for students preparing for the **Extended Project Qualification (EPQ)**, but would also be relevant to any students considering university study. The visit will also enable students to find out more about a university library. All students attending such a session will receive a **Certificate of Attendance** from the Library which they may then use to re-visit us for research purposes for a finite period.

What will the sessions include?

The sessions generally last for 2-3 hours; the first hour will be delivered by the Academic Skills team (ASK) and the second hour by a member of Library staff. There is also an optional hour available for supervised searching of the printed resources and/or a Library Tour.

The Library session will highlight the vast range of resources we have available here at Brunel and is designed to assist students in making the most of any return visit to the Brunel Library to use our resources. The session combines interactive training on how to critically evaluate websites and includes an introduction to using academic resources and searching the Library catalogue. This will be followed by an interactive academic skills workshop themed around critical thinking and using information in your writing, including an introduction on how to reference.

Campus Tour

Tours of the campus and our student accommodation with a Brunel Student Ambassador are available in addition to your Library visit when requested. This is a great chance to find out more about the campus facilities and view an example of on-campus student accommodation. Please be sure to indicate your interest in adding a campus tour to your visit when completing your booking form.

HOW CAN YOU HELP US?

- We ask that all visitors are well behaved, polite and respectful of the Brunel Library environment.
- Our Library is a working environment where revision and study are taking place - we would therefore ask that noise be kept to a minimum.
- No eating is allowed in the Library but drinks in bottles may be brought in.
- **PLEASE NOTE:** Student groups must have a teacher, teaching assistant or member of school staff to accompany them to the Brunel campus and stay within the Library vicinity for the duration of the visit. School staff are encouraged to actively participate in the sessions.

HOW TO BOOK A VISIT

If you would like to book a visit to our Library we would very much like to hear from you.

To arrange a visit **please complete our booking form** and let us know which type of visit you'd like to arrange - we will do our very best to accommodate your request.

Please note that all sessions are provided to the format prescribed in the above outline. If you require any variations, please do specify them in the booking form below (*please note that we cannot guarantee that we will be able to provide these but will do our best to accommodate your request where possible*).

Visit Dates:

As you can imagine, our Library is very busy with our current students studying and revising during the year. In order to avoid our peak periods, we request that visits take place between the following periods:

- **January - February**
- **June - July**

However, we would still be happy to hear from you if you would like a visit outside of these times and we will see if this is possible.

To ensure that all requests can be met, we recommend that the details of the visit be confirmed by the school representative and the Library **a month in advance** of the visit where possible.

Library Catalogue:

Please ensure that you have consulted our [Library Catalogue](#) in advance of your visit to review the resources that are of relevance to your students' studies. We will always do our upmost to provide your group with relevant material, but unfortunately cannot guarantee on all occasions that specific resources will be available as they may be in use by Brunel staff or students at the time of your visit.

NEXT STEPS

Please email your completed booking form to schoolvisits@brunel.ac.uk

Upon receipt of your completed booking form, we shall review the availability for your request and confirm a date and time with you as soon as possible. Once finalised, a full confirmation will be emailed to you and will include your itinerary for the day, arrival and travel information and a risk assessment.

QUERIES

Should you have any queries about visiting us on campus, please do feel free to get in touch:

Email: schoolvisits@brunel.ac.uk

Tel: 01895 267267

We look forward to welcoming you to Brunel University London.