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## RESOURCE CENTRE INFORMATION FOR USERS

The Resource Centre in the National Office in Bromley has a collection of non-book material available for all U3A groups to borrow free of charge, except for the cost of return postage. There are slides, videos, audiocassettes, CDs and DVDs available in many subject areas. Lists on all subjects are free and available on request.

To borrow items from the collection please contact the Resource Centre staff by letter, e-mail, or telephone (Tuesdays, Wednesdays and Thursdays between 9.30am and 4.00pm please) at the above address. Give the title of items you would like on loan and the date of the meeting at which you expect to use them. The earlier you send your request, the more likely you are to receive the items you want. Bookings can be made for up to nine months ahead.

Loans are for a period of three weeks and may be renewed on request if there is no other group waiting to use them. Items will be sent by post with a note telling you the date to return them. The reusable packing is strong but light. When you return the item to us please obtain a certificate of posting at the Post Office. This is free but can be used to re-claim the value of the item should the package go astray. There is no need to use registered post.

Over ninety percent of all U3As in Britain use the Resource Centre regularly for material to support and enhance their classes. If your group is not using us yet please pass this information on to your members and encourage them to contact us.

If we do not have what you need we can always try to obtain it (if it exists in non-book form) as new stock is being added all the time at the request of U3A members.

Elizabeth Gibson, Resource Centre Manager

## Using the Resource Centre Catalogue Online

To use the online catalogue, you will need two separate access codes. Firstly you will need access to the Members' Area of the U3A website ([www.u3a.org.uk](http://www.u3a.org.uk)). This is something you initiate yourself by creating your own user name and password. When you first access the Members' Area, click on 'Register' and follow the instructions. Once your user name and password have been set up and verified, you will need to remember these (or make a note in a safe place) for future access. The Resource Centre staff are not involved in any way with these details and will not be able to tell you what they are or reset them.

Once you have logged into the Members' Area you will see the U3A Member Menu, which includes an option called 'The Resource Centre'. To use this you will need your surname and the user number supplied by us to you. Click on The Resource Centre and you will see two more options below with yellow squares beside them – 'Using the Catalogue' and 'Resource Catalogue'. The Using the Catalogue option will give you information about how to use the online facility. Clicking on Resource Catalogue will take you into the login screen, where you enter your surname and user number.

Resource Centre