CASPIAN
SCHOOL OF ACADEMICS



2026-27

Library & Learning Resource Centre

HANDBOOK

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www.caspianschool.ac.uk

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CASPIAN
SCHOOL OF ACADEMICS

MISSION STATEMENT

Caspian School of Academics Library embodies the Mission and Vision Statements of Caspian School of Academics as a physical and virtual center where students, faculty, and staff engage and collaborate in learning, teaching, and research. The library serves the learning community through a circle of services that help faculty, staff, and students transform into information-fluent professionals and ethical global leaders.

VISION STATEMENT

To be the 'Learning Hub' of the School, achieving excellence and contributing strongly to intellectual inquiry and knowledge creation.



LIBRARY OPENING HOURS

The Caspian School of Academics library is well equipped with modern facilities and offers information, guidance, and responsive support services that help students and staff to access and use the school's wide-ranging academic resources, including help with reading lists and sourcing relevant materials.

Library Opening Hours

Monday - Saturday	9:00 a.m. - 5:00 p.m
Sunday & Public Holidays	Closed

Closing time in the library begins 15 minutes before the posted closing hour. Late-comers will not be admitted after the closing procedures start. No borrowing is permitted 5 minutes before the library closes.

Details of opening hours during examination periods, summer break, and public holidays will be announced in advance online at the **Library and Learning Resource Centre - Caspian School of Academics**, and at the entrance to the library.



STUDY AREA

The library has dedicated study spaces available for students to study independently or in small groups, research and/or work on their coursework. This is a quiet zone and offers a suitable environment along with facilities to plug in laptops and use the Wi-Fi. Currently, there are twelve designated spaces for students available throughout the week.

Individual Study Areas

- Quiet zones or carrels for solitary reading or research.
- Dedicated spaces for laptop users and group discussions.

Collaborative Learning Spaces

- Open area with whiteboard, movable furniture, and tech tools.
- Encourage teamwork and brainstorming.

Silent Zones

- Strictly no-talking areas meant for deep concentration.
- Phones and electronic devices are restricted or muted.



USING THE LIBRARY

Library Membership

Caspian School of Academics Library collection materials can be checked out by CSA students, faculty, alumni, and staff members.

To Check Out Materials

Members of the CSA community (students, faculty, staff, and alumni) must present their Caspian School of Academics ID card to check out library materials.

Loan Periods & Policies

The number of books allowed for borrowing is specified in the table below:

Library Users	No. of Books	Borrowing Duration
Faculty Members	7	21 Days
Students	5	14 Days
Staff	3	14 Days



Borrowing Rules

Students are recommended to limit themselves to one book per subject category to maximise the availability of popular material.

Books must be returned in person and cannot be re-issued to the same person for 24 hours.

How much are the fines?

Users are responsible for knowing the conditions for loan and return and for the safe and timely return of all materials by the due date.

- If you keep overdue items that are on hold, then we will charge fines: £0.50 per day per item (up to a maximum of £10 per item)
- If you incur charges on your record of more than £5, then you will not be able to borrow more items from us until this fine is reduced to £5.

How do I reserve, renew, or return an item?

You can check what books you have out on your account, place a hold on an item, and renew items by accessing your e-Library account. You can also visit the library to borrow, renew, and return items, collect items requested through our 'click and collect' service on our online catalogue, and use the computers.



Local Public Libraries

Students are encouraged to register directly with their local public library. Caspian School of Academics does not enrol students automatically; public-library membership is personal and should be arranged by the student through the library's own registration process.

Havering Libraries is part of the London Libraries Consortium. Membership can provide access to Rainham Library, other participating libraries and a range of online resources, subject to the public library's membership terms.

To find out how to join, visit **Rainham Library**.
If you need help identifying suitable public-library or online resources for your course, contact the Library at **librarian@caspianschool.ac.uk**.

Can I gain access to The British Library and how do I join?

The British Library is the UK's largest library with over 150 million items in most known languages. It is entitled to receive a copy of every book published in the UK and Ireland. Most of its items are kept in closed storage - you'll need to request them and then use them in the British Library's reading rooms.
British Library reader passes are free, but you will need to give details of the material you wish to consult. You will also need to show personal identification and proof of address. You can find full registration information on the British Library's website.
The borrower must replace the lost/damaged material or pay the full price as stated on the item.



Finding Library Materials

Searching the Library Catalogue (OPAC)

Caspian School of Academics students can search, renew, and reserve books online at **https://caspianschool.librarika.com/**. Please use your Academy login credentials to use your online library. If you cannot find what you are looking for, please do not hesitate to contact us at **librarian@caspianschool.ac.uk**.

How to find books on the shelves?

Caspian School of Academics uses the Dewey Decimal Classification system to classify and organise books and other materials. The main 10 classes are given below:

000 – Computer science, information, and general works
100 – Philosophy and psychology
200 – Religion
300 – Social sciences
400 – Language
500 – Pure Science
600 – Technology
700 – Arts and recreation
800 – Literature
900 – History and geography

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Each book in the library has a spine number that has the classification number and the first 3 letters of the author's surname.



Recommend a Book

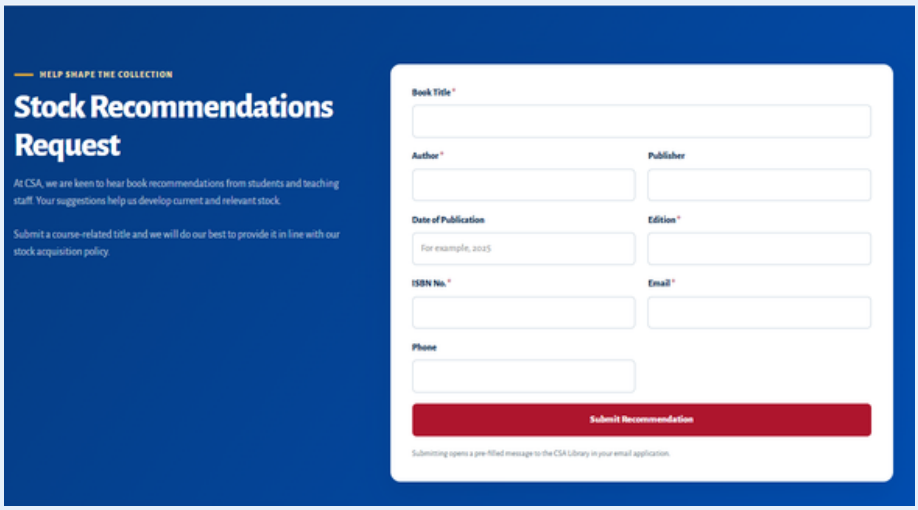
Your suggestions help the Library build a relevant and up-to-date collection for students.

If there is a book, e-book, journal or other learning resource you would like the Library to consider, submit a recommendation using the **Stock Recommendations Request form**.

Please provide as much information as possible, including the title, author, publisher, edition, publication date and ISBN, where available.

Recommendations are considered in line with course relevance, availability, licensing requirements, budget and the Library's collection-development priorities. A recommendation does not guarantee that an item will be purchased, but the Library will consider all requests carefully.

If you cannot use the online form or need help finding an alternative resource, contact the Library at **librarian@caspianschool.ac.uk.**

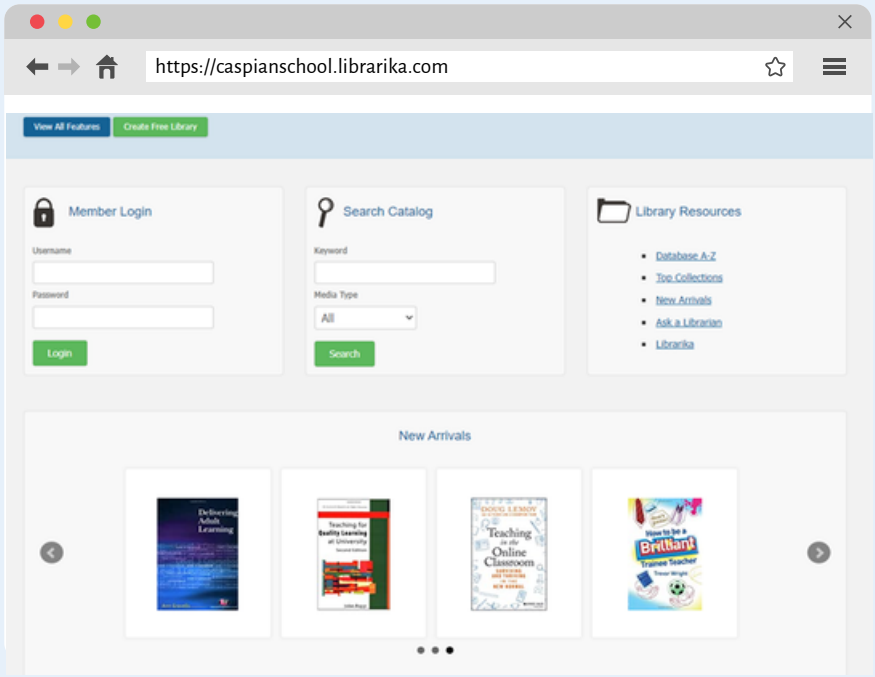


Remote Access to Library Electronic Resources

CSA students can access most of the library's electronic resources remotely by logging in with their School ID and password. Please visit the Library Homepage (https://www.caspianschool.ac.uk/library-learning-resource-centre/) for guides and instructions.

Collection Highlights & New Addition Lists Online

The Collection Highlights introduce the new resources available in the library, including books, e-resources, and e-learning materials. In addition, a list of new books which are on display for the current week and the previous week, and a list of new AV materials can be retrieved online from the Library Catalogue.



LIBRARY RESOURCES

The library offers the following:

- Print Books and other study material
- Electronic journals and e-books (via Perlego)
- Individual and group study spaces
- Networked PCs with access to the fast internet
- Photocopying and printing facilities
- Free Wi-Fi Access

Library Books & Periodicals

Our Library offers current books and publications and provides a welcoming place to study and consult learning materials.

Some of the areas covered in our library are:

- Education and Training
- Sales and Marketing Management
- Travel & Tourism Marketing
- Business Law
- Entrepreneurship
- Computer Sciences and Information Technology
- English Language and Study Skills
- Human Resource Management
- Hotel Management



Electronic Resources

The library provides 24-hour online access to a wide range of e-resources. Users can directly access these e-resources via the Library website at **https://www.caspianschool.co.uk/Library-Learning-Resource-Centre**

SCAN ME

Learning Resources & Databases

The e-Library consists of a growing range of major databases and online resources to support learning, teaching, and research:

a) eBooks

Caspian School of Academics provides students with access to more than one million digital textbooks across a wide range of subjects through Perlego. Use the Library website for current access arrangements and available resources.

EBSCO

E-Books Around the Clock

The majority of our textbooks are available through the EBSCO Database, providing students with comprehensive digital access to essential academic resources. All students can access this extensive e-book collection 24/7 from any location, ensuring uninterrupted learning and research capabilities. For help accessing e-books, finding resources or recommending a title, contact the Library at **librarian@caspianschool.ac.uk**.



b) Databases

EBSCO Academic Search Elite

EBSCO Academic Search Elite helps students find scholarly journal articles, abstracts and other academic research across a wide range of subjects.

Access EBSCO through the Library website or Moodle using your School login when prompted.

For help with access or searching, contact the Library at **librarian@caspianschool.ac.uk**.

Access EBSCO Academic Search Elite >>



Reading lists

Reading lists are prepared by course teams for individual units or modules. They are normally organised into three sections:

a) Core texts: (sometimes known as key texts or essential texts) - These are the materials that your lecturer considers most important for the understanding of the module. They will usually give you an overview of the topic being studied. They may be available as e-books, in print, or in other formats.

b) Guided Reading: reading that supports the lectures / seminars in which you will be participating. It could be chapters from books, journal articles, audiovisual material, webpages, newspaper articles, reports, legislation, etc.

c) Independent reading: suggestions of what else you can read to further your knowledge on a subject, go beyond the core and broaden your understanding of the area and perspectives.

Reading lists are made up of citations, and help you access all the information about the item you want to read (and cite in an assignment), such as the author, title, date, but most importantly, where you can access the item. For example, the item might be:

An eBook that will have the link to the eBook, so you can browse the contents page and index

- An eBook chapter, with a link so you can read the chapter
- A print book on the shelves, and you will need the classmark to find it
- A journal article
- A link to a webpage, YouTube video etc.



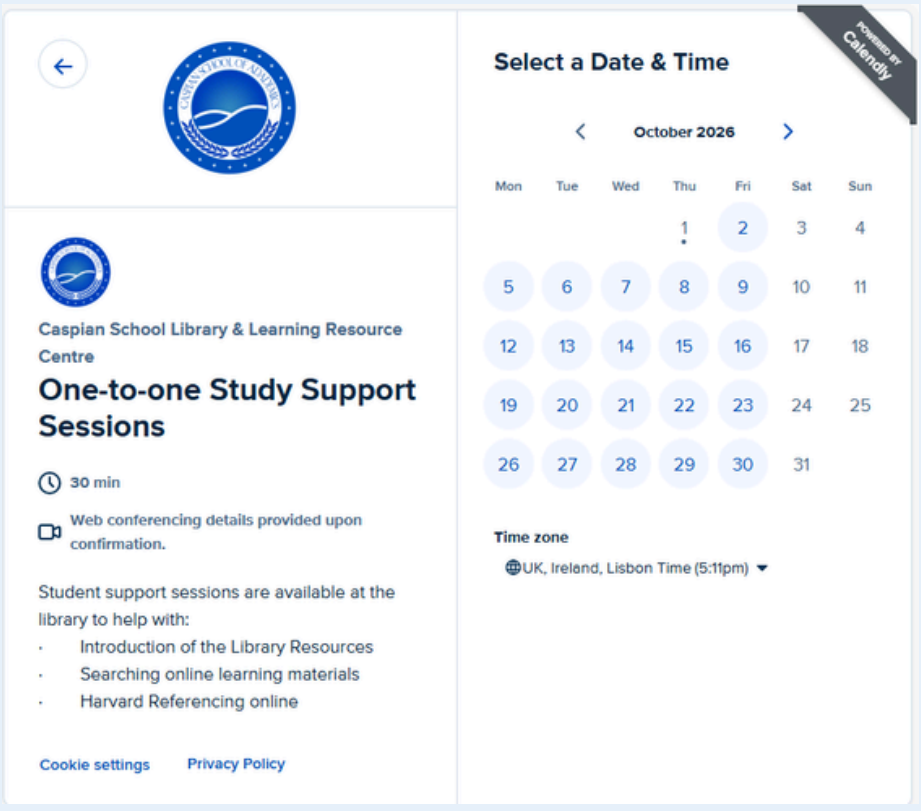
HELP & SUPPORT SERVICES

One-to-One Library Induction Sessions

Student support sessions are available online or face-to-face at the library to help you with:

- Introduction to the CSA Library and Resources
- Searching Online Learning Materials
- Access to other resources through our partner institutions
- Login and account setup assistance
- ICT assistance, such as setting up Wi-Fi and printing facilities

Please book online at
https://calendly.com/caspianschool



Additional Support

Caspian School of Academics is committed to making Library and learning-resource services accessible. If you have a disability, long-term health condition, learning difference, or another circumstance that affects how you access Library services or materials, you are encouraged to contact the Library or Student Support to discuss reasonable adjustments and practical support.

You do not need to disclose more personal information than is necessary to request support.

Support may include:

- assistance locating, borrowing and using Library resources;
- guidance on accessible formats, assistive technology and Library systems;
- adjustments to borrowing or return arrangements where appropriate;
- support accessing study spaces and Library facilities; and
- referral to relevant Student Support services.

To discuss your needs confidentially, contact the Library at librarian@caspianschool.ac.uk or speak to a member of staff.



Study Skills Support

Study skills support includes resources and advice on a wide range of academic skills and topics, including searching for information, referencing, digital fluency, and critical thinking. It also includes material to help you develop your study skills, including time management and planning, reading, note-taking, essay and report writing, and presenting. Students may access study skills through both timetabled sessions and one-to-one support.

Campus Help Desk and Support

Library help desks offer face-to-face advice and support.

- Setting up your library account
- Finding books and other resources in the library
- Borrowing and returning resources
- Harvard Referencing
- Submitting coursework and assignments
- Help with ICT, e.g., setting up Wi-Fi, printing, and scanning facilities.

Ask a Librarian

Students can send Library and reference enquiries through the Ask a Librarian service or by email at librarian@caspianschool.ac.uk. Enquiries may be sent at any time.

The Library normally replies within 48 hours, excluding holidays. We can help with finding resources, checking availability, using the Library catalogue and databases, Harvard referencing, citations and partner-resource enquiries.

Use the Ask a Librarian link to submit an enquiry.



Safeguarding, Prevent and Serious Misconduct

Caspian School of Academics is committed to maintaining a safe and respectful learning environment. Students must use School facilities, systems and online resources lawfully, safely and responsibly.

Serious concerns or suspected unlawful conduct—including harassment, grooming, fraud, misuse of School systems or personal data, or behaviour that may put others at risk—may be addressed under the School's safeguarding and disciplinary procedures and, where appropriate, referred to external agencies.

The School's safeguarding and Prevent arrangements support early identification and appropriate support for anyone who may be at risk of harm, exploitation or radicalisation. If you are concerned about yourself or another person, tell a member of staff or contact the Designated Safeguarding Lead. You do not need to investigate a concern yourself.

In an emergency or where there is an immediate risk of harm, contact the emergency services.

Read the full **Safeguarding and Preventing Radicalisation and Extremism Policy**.



LIBRARY POLICIES

Online Safety, Social Media and Account Security

Students are expected to use social media, School systems and online learning resources respectfully, lawfully and responsibly. Do not post images, videos or personal information about other students, staff or visitors without their permission. Do not share confidential School information, learning materials or another person's personal data without authority.

Remember that online content may be copied, shared or remain available for a long time. Use appropriate privacy settings, think carefully before posting, and ensure that your online conduct does not breach the School's expectations for respectful behaviour.

To protect your Library, School and personal accounts: use a strong, unique password for every important account;

- consider using a trusted password manager to create and store unique passwords;
- enable two-step verification where it is available;
- never share your password or login details with another person;
- do not save passwords on shared or public computers; and
- be cautious of suspicious emails, links, attachments or messages that ask for your login details.

If you think that an account has been compromised, change the password immediately, enable two-step verification where available, and contact the School for support. For further information, read the School's **Acceptable Use Policy** and the **National Cyber Security Centre's password guidance**.



Copyright, Copying and Use of Licensed Resources

Library books, journals, e-books, databases, websites and other learning materials may be protected by copyright and licence conditions. Students must use these resources responsibly and in accordance with copyright law, the School's current licence arrangements and the terms set by individual resource providers.

You may copy, print, download or save material only to the extent permitted for your personal study, research or learning. You must not:

- copy, scan or download more than the permitted amount;
- upload copyrighted material to public websites, social media or file-sharing platforms;
- share material with others unless this is specifically authorised;
- download entire e-books, journal issues or substantial database content;
- use automated tools, bots or crawlers to collect material; or
- remove, alter or obscure copyright notices, author details or source information.

When using information in coursework or research, acknowledge the author and source using the required referencing style.

Copyright and licence conditions can vary between resources and may change. If you are unsure whether copying, printing, downloading or sharing is permitted, contact the Library before proceeding at **librarian@caspianschool.ac.uk**.



User Responsibilities and Ethics

The library seeks to provide a safe, secure, and appropriate study environment for the benefit of all service users. All service users are expected to treat Library facilities, Library staff, and fellow users with dignity and respect.

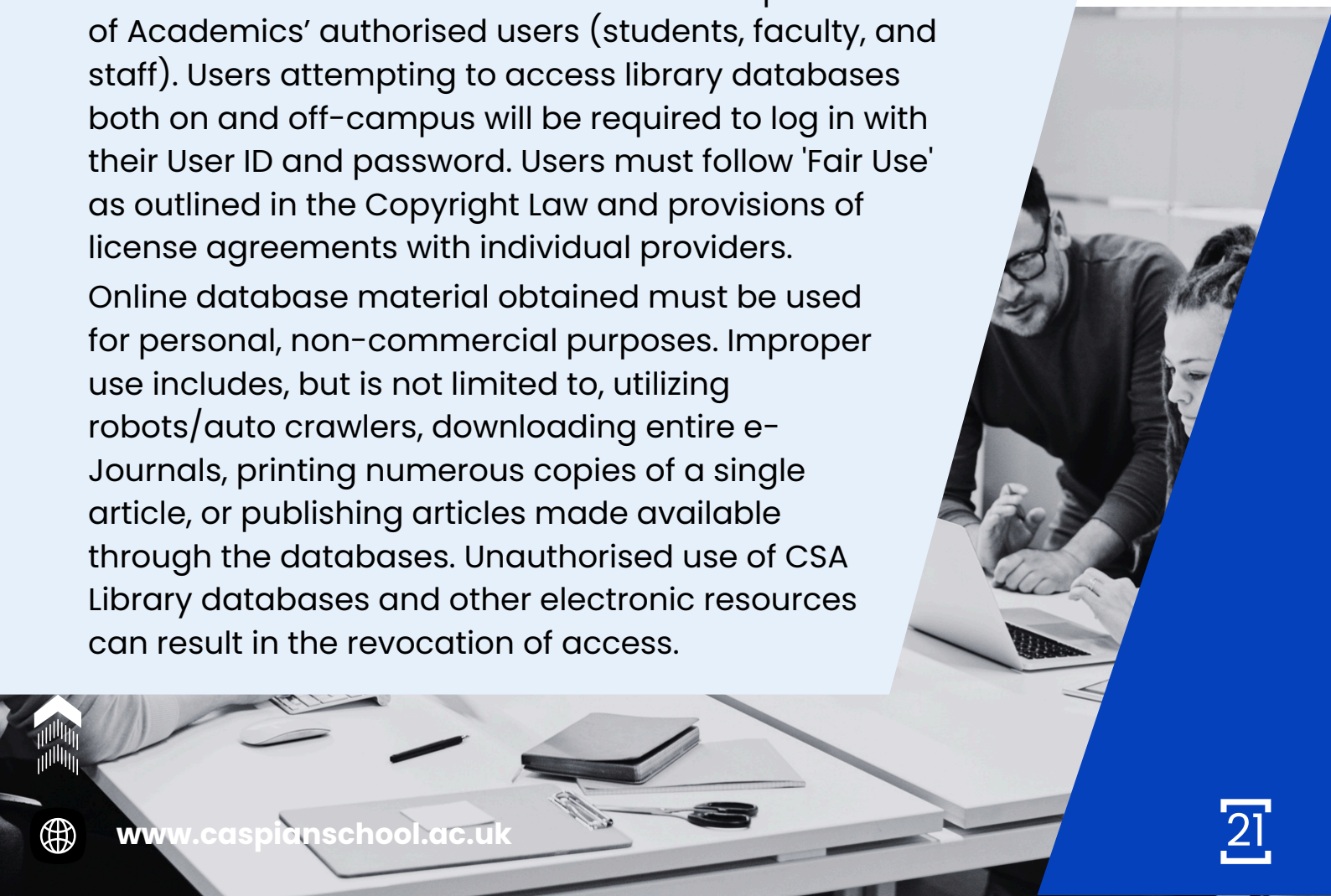
Where behaviour does not meet these expectations, Library staff may take reasonable and proportionate steps to protect students, staff, visitors, facilities and resources. This may include asking a person to stop the behaviour, leave the Library temporarily, or restricting access where necessary.

Any longer-term restriction or disciplinary action will be considered fairly under the School's **Student Code of Conduct and Disciplinary Procedures**. Students will be informed of the reason for any restriction, its expected duration and how to request a review. Any relevant reasonable adjustments or agreed support arrangements will be considered.

Electronic Resources

Electronic databases are limited to the Caspian School of Academics' authorised users (students, faculty, and staff). Users attempting to access library databases both on and off-campus will be required to log in with their User ID and password. Users must follow 'Fair Use' as outlined in the Copyright Law and provisions of license agreements with individual providers.

Online database material obtained must be used for personal, non-commercial purposes. Improper use includes, but is not limited to, utilizing robots/auto crawlers, downloading entire e-Journals, printing numerous copies of a single article, or publishing articles made available through the databases. Unauthorised use of CSA Library databases and other electronic resources can result in the revocation of access.



Library Records and Privacy

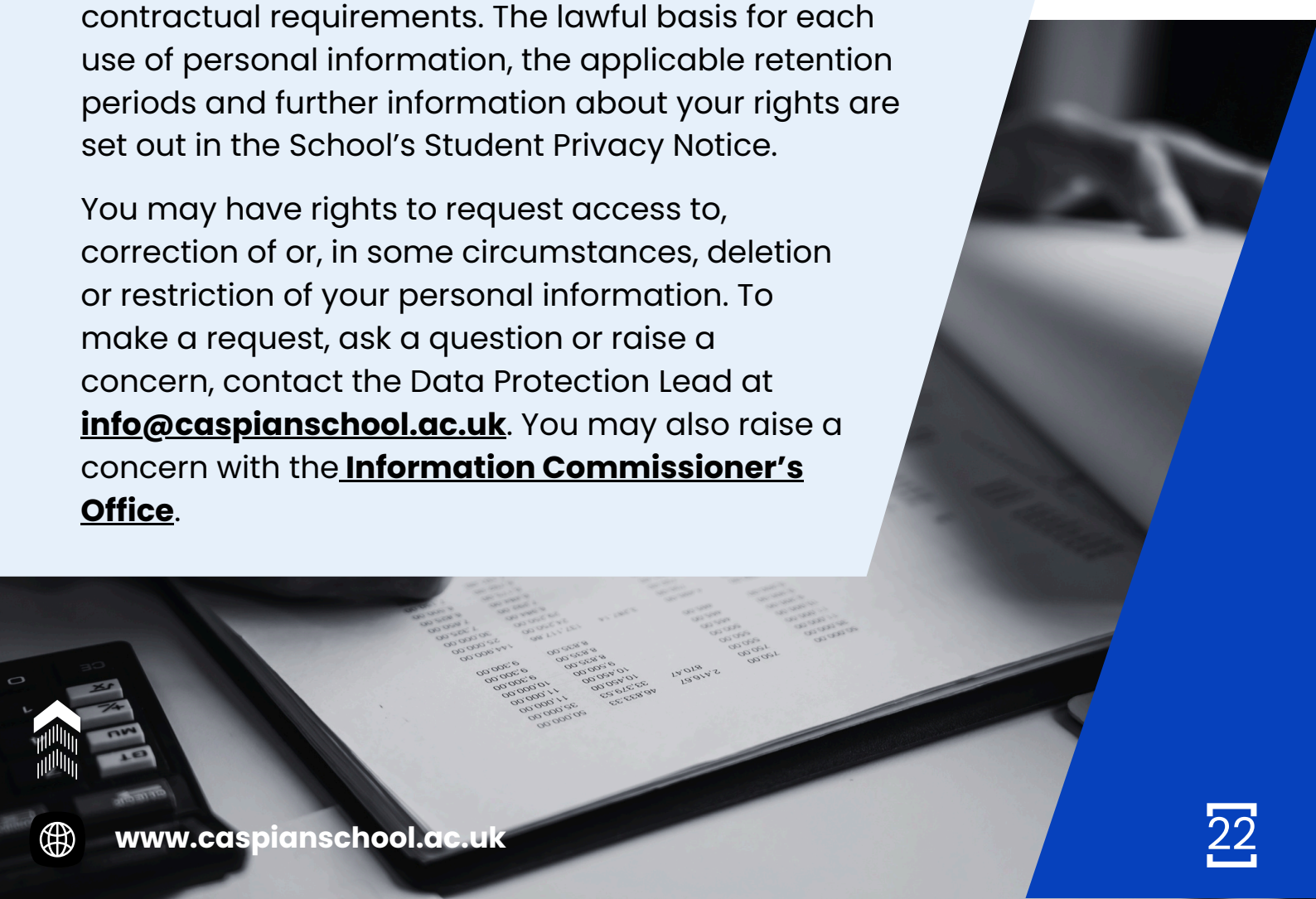
Caspian School of Academics Ltd uses personal information relating to your use of the Library only where necessary to provide Library and learning-resource services, manage access to resources, respond to enquiries, maintain security, improve services and meet applicable legal or regulatory obligations.

Library information may include your name and student identification details, contact details, Library account information, loans, returns, renewals, reservations, fines or charges, resource recommendations, and Library-support enquiries.

Access to Library information is limited to authorised School staff and approved service providers who need it to provide or support the relevant service. This may include providers of Library catalogue, e-resource, online-learning and booking systems. Information will not be shared outside the School unless this is necessary, lawful and proportionate.

Personal information is retained only for as long as required by Caspian School of Academics' retention arrangements and applicable legal, regulatory or contractual requirements. The lawful basis for each use of personal information, the applicable retention periods and further information about your rights are set out in the School's Student Privacy Notice.

You may have rights to request access to, correction of or, in some circumstances, deletion or restriction of your personal information. To make a request, ask a question or raise a concern, contact the Data Protection Lead at **info@caspianschool.ac.uk**. You may also raise a concern with the **Information Commissioner's Office**.



Visitors

Visitors may use the Library by prior arrangement and must sign in at reception with photographic identification. Access to study space and printed materials is subject to availability. Electronic resources may be used only where the relevant licence permits. Visitors must follow Library rules and staff instructions.





Thank you

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info@caspianschool.ac.uk

Our Website
www.caspianschool.ac.uk