

## U3A's Resource Centre

The Resource Centre in the National Office in Bromley has a collection of non-book material available to all U3A groups to borrow free of charge except for the cost of return postage. There are slides, videos, cassettes, DVDs and CDs available on a wide range of subjects. To access the Resource Centre catalogue you need to login to the Members' Area of the U3A's website.

### How to access the U3A Members' Area

First of all you will need to complete the simple online form.

1. Log onto U3A website <http://www.u3a.org.uk/>.
2. Select Create an account.
3. Complete Registration Details.

Once the U3A have checked that you are a U3A member your user account will be activated. Please allow 1-2 working days.

You will then be able to login by either entering your username and password in the login box on the right-hand side of the screen or by clicking the Members' Area Access button at the bottom of the main menu on the left-hand side of the screen.

If you forget your password simply click on the Password Reminder link to request a reminder of your password.

### The Resource Centre Catalogue

To login to the online Resource Centre catalogue you need your surname and 4 digit user number (user number supplied by the Resource Centre if you are registered with them). If you have not registered then do so by clicking on Resource Centre Catalogue and clicking 'sign up'.

You may order items online up to a limit of three items for every meeting date. Always specify the exact date of your meetings and items will be sent two to three weeks in advance to allow time for preparation.

You need to order at least two weeks before your meeting date, the system will not accept last minute bookings as time is needed to pack and post the item and the Resource Centre is only open from Tuesday to Thursday (last minute bookings can only be made by telephone).

If you do not hear from the centre within ten days of your request being sent please contact them by telephone (no: 020 8466 6139) as the e-mail may not have arrived.

### Searching the Catalogue

Select Resource Catalogue from the U3A Member Menu.

You may search for any word in a Title, or by Keyword - simply enter the subject you are interested in and you will find a list of items to choose from.

Keywords describe the subject of the material but do not appear in the title, for example a DVD entitled '*Grand Designs*' does not include the term *Architecture* but if you search under that keyword you will find the '*Grand Designs*' items included.

If you enter a general term like *Art* you will be presented with hundreds of items, if you search by a more specific term such as *Impressionism* the list of items will be much shorter.

When you have selected the item you require select Order from the right hand column and follow the on screen instructions.

Please contact Sheila Young ([resources@chesteru3a.org.uk](mailto:resources@chesteru3a.org.uk)) if you need help!