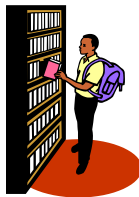


Resource Centre Information and Troubleshooting

Finding the right information and/or resources is crucial to learning and everyone achieving their full potential. To make this a little bit easier, below is a guide to using the revamped resource centre. Although you can browse the shelves in the office, you can also check our online database. The database is available on the members' section of our website. What follows is a guide to using it.

Step 1

- ◆ What you are looking for will depend on who you are or the topic you want to know more about, so we have tried to name the sections to reflect this. Look at the document called **Resource Centre Shelf Plan** which gives you a list of what topics come under which headings.
- ◆ Remember to be thorough – relevant books may appear in more than one section.



Step 2

Once you know what sort of thing you are looking for, you can read the relevant section list(s), which gives you all the titles (and the authors of these books) that have been categorised under a particular heading. Consult the **Resource Centre Items Master Booklet** to find this. It lists all the resources we have.

Step 3

- ◆ You are now ready to search the database (provided you are a member of Dyslexia Scotland and logged in, of course!).
- ◆ With the exception of a few anomalies which we'll get to later, placing speech marks around a category name, such as "information for parents," will give you a list of all the books that are kept in that section.
- ◆ Searching by where the book is located can also be done – as long as, as before, you put speech marks round the text. For instance, typing "yellow purple" will give you a list of all the books in the children's reference section as this colour combination relates to that section of books.
- ◆ It can also be a good idea to search by author's surname, as all the books by the same author will appear in a list once you have done this, which can be helpful if you are interested in a series of books.
- ◆ It's not a good idea to put a book title into the search engine – if the title has the word Dyslexia in it, for example, ALL the books with that word in the title will come up!

Things to be aware of

Previously, reference was made to glitches in the system that are easy to overcome if you know your way round them. Here's what you need to know:

- ◆ Searching on the colour combination sky/red doesn't work. Use the category title maths, multiplication, tables and time instead.
- ◆ Similarly, typing further education and the workplace doesn't work. Use the location signifier yellow gold to get round this.
- ◆ All the other locations and categories work fine, which should make it easier for you to find what you are looking for!
- ◆ You can also now search for authors names that contain an apostrophe, as long as you put a backslash prior to the apostrophe and speech marks round the name, e.g. "O\'Connell."

Resource Centre Rules

- ◆ Resources can only be borrowed by members of Dyslexia Scotland. Any questions about membership should be directed to Pauline Docherty at pauline@dyslexiascotland.org.uk.
- ◆ No assessment materials or games can be borrowed.
- ◆ No software can be borrowed as it is licensed to Dyslexia Scotland.
- ◆ You can only borrow two items at any one time, for a maximum of three months.
- ◆ If you are attending a Dyslexia Scotland event, you must detail what you have taken and sign to agree to return these by the next Adult Meeting or Tutors Seminar, depending on which applies to you.
- ◆ Given the fact that Tutors seminars are only once every six months while Adult Meetings are once every three months, if a book a tutor has borrowed is requested by another member after three months, we will ask that it is returned prior to the Tutors Seminar.
- ◆ **As long as these rules are followed, resources can be posted to members who would find this helpful (as long as they are not games, assessment materials or software although these can still be browsed in the office).**

Contacting the Resource Centre

- ◆ The Resource Centre can be reached by emailing resourcecentre@dyslexiascotland.org.uk
We will try to respond as quickly as possible to any enquiries, but please note that the resource centre is managed on a part-time basis by volunteers.