Welcome to the Library and MooreBooks!

A guide for alumni members

Semester 2, 2016

93 King St, Newtown & www.moore.edu.au/library

Some Background

- Moore Library began with the founding of the College in 1856.
- The Library holds some 250,000 print volumes and provides access to some 500 ejournals, 30,000 ebooks and ten databases.
- The Rare Books Collection contains works published between 1473 and 1840 and includes the contents of the Diocesan Library that came to Moore in the 1950s.
- The Australiana Rare Collection has a work that came out with the First Fleet.
- A bookshop (MooreBooks) is located within the Library.
- The Library includes the Samuel Marsden Archives which contain College and collected archives.
- Seven staff members are in the Library Team.
- Please do not deface any library material (College property) by underlining text or by adhering sticky labels/Post-It tags.
- To keep in touch with Library and bookshop news and helpful information, like Moore College Library and MooreBooks on Facebook.
- The current library is temporary – we await the opening of the new library at 1 King St at the beginning of next year. There will be some 119,000 items on open access - considerably more than the 50,000 we have at the present site. The Library will close on 18th November and re-open in January at 1 King Street.

This guide gives information about the physical library first and then gives information regarding our electronic resources.

The Library is located at 93 King St, Newtown

To visit the Library, walk down King St on the College side of the street towards Newtown. We are located just after the dark green Thai La-ong sign where Georgina Street forms a T-intersection with King St.

To access the Library building, turn the door knob to the right and push the door.

Bookshop and Library opening hours

- The Library and MooreBooks are open 9am-5pm Monday to Friday.
Registration and fees:
Register for library membership online at http://www.moore.edu.au/library/graduate-membership
Fill in the form with your details, select ‘Library 5 year graduate membership’ then click ‘Check out’ and follow the prompts for credit card payment.

Alumni membership costs $100.00 and is valid for 5 years.

Once you have registered, you will receive an email with a user number and password, which you need to enter when requesting items, accessing EBSCO databases remotely and printing or photocopying. You will also receive a library card as a PDF attachment. If you would like this laminated please ask at the Service Desk.

Borrowing and returning material
- Alumni members may borrow 20 items and have a two week loan period. Use the Self Check machine to borrow.
- The Library sends a courtesy email two days before the item is due reminding you to return or renew the loan.
- If you need the item for longer than two weeks, renew the item on no more than two occasions by going to Catalogue, My Library Record, Renew my Loans. Items with a request on them are not renewable. Overdue items are not renewable online. Please telephone the Service Desk (9577 9895) for assistance.

Library card
You need your Library card to borrow at the Library Self Check machine. The card is not needed to return items.

Open Access Physical Format Collections
Reference, Serials and Open Print Collections

These three collections are housed in the main body of the Library.

Reference is located in the first row from the left. Items are for inLibrary use only. Print indexes are interfiled in the Reference Collection.

Serials (also as known as Journals)
The Serials Collection follows in the second row.

Usually, print volumes for 2013 and later are located in the Serials collection, while earlier volumes are located in Offsite. In some cases, all print volumes of a title are located in OFFSITE. To request a volume in Offsite, click Request item on the catalogue record.
Note that the Library makes journal material available in one of the following formats or combinations:

- Print format
• Print and online format for the same issue of the journal
• Online format only

Usually, the Library acquires both the print format and the online format of a journal.

Search the catalogue for all journals. The catalogue indicates what formats and issues we hold. Serials are not for loan but for use within the Library. If you are looking for a range of references on a particular topic, search DISCOVER.

Open
Items in the Open Collection are for loan. As this collection was once called “Main” many of the books will have “Main” or “ML” on the spine label. This collection is open access that means you can look at the shelves and browse. Take books to the Self Check machine to borrow.

Pamphlets, Loeb and CD/DVD Collections
These three collections are located at the back on the right hand sidewall. Items in these collections are for loan. Take the items to the Self Check machine to borrow.

Offsite – items in this location must be requested via the catalogue.
• Two-thirds of our print collection is held Offsite. This means that students are not able to see or browse the shelves where the material is held
• To request an item in Offsite, from the catalogue record, click Request Item. Key your universal login and password. Requests received by 2pm on one working day are available for collection by 12pm of the next working day.
• The Library sends an email to your college email account and an SMS once the material is available for collection.
• Books not collected are returned to Offsite after 3 working days.

Requesting material on loan
• To request an item on loan, from the catalogue record, click Request item. Key your universal login and password.
• The Library will send you an email and an SMS once the material is available for collection.
• Items with two requests automatically become available for loan for two days only – check your receipt or My Library Record so that you know your loan period.
• Requested items are held for three days before being returned to general circulation.

Recalls
If you have had the item on loan for a week or more, and if a request is placed on the item, you will be asked to return the item.

DISCOVER
• A single search of DISCOVER retrieves citations and fulltext from our catalogue, from MYRRH, from ATLA, from our ejournals and from a wide range of other e-resources. The search box is located on our library homepage (www.moore.edu.au/library).
• For a guide to DISCOVER, visit the Guides page on the Library website or pick one up in the Library.

• If you are doing detailed research, it is advisable that you search each e-resource individually. For a known title, it may be easier to search the library catalogue.

**E-Resources**

• Visit our eResources page to find eBooks, ejournals, databases and online references resources. Members have remote access to EBSCO databases; other e-resources which are not freely available may be accessed from one of the computers within the Library building.


• Also, check out e-resources available from the State Library of NSW and from your local council library. Request a card now so that you have access when you need it.

• There is an increasing amount of fulltext available on the internet – use search engines such as Google to see what is out there. Critique the quality of the digitization – prefer digitization that is from an institution such as a library and that is a scan of the original rather than a transcription of the text, check the currency of the website and how often it is updated.

**Indexes to the Literature**

• To find relevant journal articles and chapters in books, search online bibliographic databases such as ATLA, Religion and Philosophy Collection, Old Testament Abstracts, or New Testament Abstracts. Sometimes a pdf of the article may accompany the bibliographic references.

• To find out more about these databases and for a guide to searching ATLA, visit the Guides page on the Library website.

• Index Religiosus is a new online index available from the Online Reference Resources page on the Library website.

• Elenchus of Biblica is a high quality print index located in the Ref Collection at 016.22 ELE.

**E-books**

• EBL Ebook Library – individual titles available are listed in the catalogue and on Myrrh.

• EBSCO eBook Collection – search the collection from the ATLA menu.

**For our full range of E-Resources, search our E-Resources page from the link on our homepage.**

**MooreBooks Bookshop**

• Moore Books bookshop is a service provided by the College for students’ convenience and endeavours to carry all the set and recommended texts for all College courses and a wide range of commentaries. However, all visitors may purchase books.

• All available titles may be searched and ordered via the internet at [www.moorebooks.com.au](http://www.moorebooks.com.au).
• The in Library store is open whenever the Library is open – see Opening Hours section.
• Save $$$ on books by taking advantage of ongoing book sales. You will need to be quick!
• For further assistance, please contact the Bookshop Administrator, Adam Tierney at adam.tierney@moore.edu.au or on (02) 9577 9892.

Facilities
• Limited study facilities are available in the Library.
• PCs are available for catalogue and internet searching.
• Water bottles with secure lids and keeper cups are allowed in the Library – no food!
• Photocopiers, printers and scanners are available in the Library. Printing and copying is 10c for an A4 page. Scanning is free of charge. You can print pdfs and Microsoft Office documents using your laptop if it is attached to the College network. Collect the copy from the Library photocopiers. Use your credit card to add money to your PaperCut account. Guides to scanning, emailing, printing and copying are available on the Library’s homepage and in the brochures display in the Library.
• A guillotine, hole punch and electric stapler are available near the copiers. Please do not leave valuables such as laptops or wallets unattended – there are holes in study desks so that you can apply a Kensington lock.

Assistance with using the Library and finding resources
If you would like help with using the Library or to locate relevant resources, please use the guides on the Library’s homepage or ask at the Service Desk in the Library or email servicedesk@moore.edu.au or call (02) 9577 9895. To contact our Library Manager, Ms Julie Olston, email julie.olston@moore.edu.au or call (02) 9577 9897.