Welcome to the Library and MooreBooks!

A guide for visitors

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 Moore Books are open 9am-5pm Monday to Friday.
Registration:
Register as a library visitor online at www.moore.edu.au/library/visiting-the-library. Fill in the form with your details, select ‘Library Visitor Registration’ and click ‘Check Out’.

Once you have registered, you will receive an email with a user number and password, which you need to enter when requesting items and printing or photocopying.

Open Access Physical Format Collections
Library visitors cannot borrow items to take out of the library. You may request items from Offsite and use them within the library building.

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.

Open
This collection is open access that means you can look at the shelves and browse. As this collection was once called “Main” many of the books will have “Main” or “ML” on the spine label.

Pamphlets, Loeb and CD/DVD Collections
These three collections are located at the back on the right hand sidewall.

Offsite – items in this location must be requested via the catalogue

- Two-thirds of our print collection is held Offsite. This means that you 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 email account and an SMS once the material is available for collection.

**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.
- Requested items are held for three days before being returned to general circulation.

**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.

**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 Reference Collection at 016.22 ELE.

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

**Other E-Resources**
- 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.
**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](mailto:adam.tierney@moore.edu.au) or on (02) 9577 9892.

**Facilities**

- Limited study facilities are available.
- PCs are available for catalogue and internet searching.
- Water bottles with secure lids and keeper cups are allowed in the Library – no food!
- Photocopiers and printers are available in the Library. Printing and copying is 10c for an A4 page. Scanning is 5c per page. Collect the copy from the Library photocopiers. Use your credit card to add money to your PaperCut account. Guides to printing and copying are available on the Library’s homepage and in the brochures display.
- A guillotine, hole punch and electric stapler are available near the copiers.

**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](mailto:servicedesk@moore.edu.au) or call (02) 9577 9895. To contact our Library Manager, Ms Julie Olston, email [julie.olston@moore.edu.au](mailto:julie.olston@moore.edu.au) or call (02) 9577 9897.