A guide for First to Third Year Students

Semester 1, 2017

www.moore.edu.au/library

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

Library Open Hours for students

- During term time the Library opens at 8am Monday to Friday, and closes at 6pm on Monday and Wednesday; 9pm on Tuesday, 7pm on Thursday and 5pm on Friday.
- During vacations, we open 9am-5pm Monday-Friday.
- We open one Saturday per term and each of the three Saturdays during the final end-of-year exam period. Saturday openings are advertised by email to your College email account.
- Our current opening hours are listed on Library website www.moore.edu.au/library

New Library website

The College and Library website went live on Monday (13/2/17). It needs further populating. There are two horizontal bars with links – one above the catalogue/DISCOVER search box and one below.

Searching for Books, Articles, and other Resources

To search for a specific title, search the Library Catalogue. A tab is located on the Library homepage (www.moore.edu.au/library). A guide to searching the catalogue will be on the Guides link on the website next week.

If you are looking for a range of references on a particular topic, search DISCOVER. A single search of DISCOVER retrieves citations or full-text from the catalogue, from MYRRH (the College institutional repository), from ATLA, from ejournals and from a wide range of other e-resources. The search box is located on the library homepage (www.moore.edu.au/library).

For a guide to using DISCOVER, click the Guides link on the Library website or pick one up from the Library.
Open Access Print Collections

Open Collection
The Open collection starts on the Ground Floor (001-222.99) and finishes at the end of the compactus on the Lower Ground floor. Pedestal signs giving directions to various call number ranges within the OPEN collection are arranged around the Ground and Lower Ground floor.

Items in the Open Collection are for loan. As this collection is an amalgam of several collections, disregard various prefixes and coloured dots.

When using the compactus, move each carriage individually. Check that the aisle is empty before moving the carriage!

Other collections

High Demand Collection
- The High Demand Collection is located on the Ground Floor near the Service Desk.
- Material that is included in Set Readings for all units of study is included in this collection if the Library has not been able to scan the entire reading and make it available on Myrrh. Sometimes other titles wanted by the whole class may be in High Demand.
- Items on High Demand may be borrowed for a period of two hours, or overnight if borrowed in the last two-hour period of Library open hours.
- Select the book from the High Demand Collection and then borrow it using the Self Check machine. Return through the Self Check machine and reshelve the book on the High Demand shelves.
- Fines are $2 per hour or part thereof overdue.
- Overnight loans are due back in the first hour that the Library is open for the day, or may be returned before 9am via the after hours return box located in the student mail room.

Folio, Pamphlets, Reference, Serials, CD/DVD and Loane collections

These seven collections are housed on the Lower Ground floor.

Folio
Larger items may be for in-Library use only or available for loan – it depends on the individual title.

Pamphlets
Pamphlets located in the Pamphlets collection are for loan.

Reference
Reference items are for in-Library use only.
Serials (sometimes called Journals)

Usually, print volumes for 2014 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 (known as an ejournal).
- Online format only (ejournal).

Search the catalogue to find our holdings of a particular journal. Serials are for in-Library use only. The catalogue record includes a link to the ejournal.

If you are looking for a range of references on a particular topic, search DISCOVER.

CD/DVD Collections
CDs and DVDs are available at the end of the compactus on the Lower Ground floor.

Loane collection
These titles are located in cabinets near the lift on Lower Ground and are for loan. The Loane collection consists of certain titles collected by Sir Marcus Loane and given to the college with the cabinets.

Offsite (items in this location must be requested via the catalogue)

- Two-thirds of the print collection is held Offsite. This means that students are not able to see or browse the shelves on which the material is located.
- To request an item in Offsite, from the catalogue record, click Request Item. Key in your Moore College universal login and password. Requests received by 2pm on one working day are available by 12pm 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.

Student card

- Your student card is your library card. You need it to borrow items using a Self Check machine on the Ground or Lower Ground floors. It is not needed to return items.
Borrowing, returning material and overdue fees

- First to third years may have 20 items on loan at any one time and have a one-week loan period. Use the Self Check machine to borrow.
- If you need the item for longer than a week, renew the item on no more than two occasions by going to the Library 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.
- The Library sends an email two days before the item is due reminding you to return or renew the loan. **Note:** This is only a courtesy email. It is the individual responsibility of students to return items on time or renew them before they become overdue.
- An afterhours return box is located in the Student Mail Room. The Library staff empty the box at 9am each working day.
- Overdues for all locations other than High Demand are charged at the rate of $1 per day or part thereof overdue. Students with overdues and/or fines of $15 or more are not able to borrow any other items until the items are returned and the fines are below $15. Pay fines online at www.moore.edu.au/library/paylibrary

Requesting material on loan

- To request an item on loan, from the catalogue record, click Request item. Key in your Moore College universal login and password.
- The Library will send 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.

Please do not deface any library material (College property) by underlining text or by adhering sticky labels/Post-it tags.

Logins and passwords

You will be given your Moore College universal login and password by the Registrar’s Department at the time of enrolment:

- Eight digit student ID which is your universal login
- Six digit College universal password

Your login and password stays valid throughout your time at College and beyond.
Set Readings

Each unit of study has a list of Set Readings in MYRRH – the College’s institutional repository. The Library makes the readings available electronically if this complies with the Copyright Act – otherwise, as much of the item as is lawful is scanned and the item is placed in the High Demand Collection. Sometimes an eBook is available as well – a link to the eBook will be on the Myrrh record.

Example: Unit of Study CT200 – looking for set reading “The Triune Creator”

- Go to the Library homepage www.library.moore.edu.au.
- Click the MYRRH link.
- Click “Login” which is located on the top right hand side of the screen.
- Enter your Moore College universal login and password.
- Important – to see all of the content on Myrrh that you are eligible to see, you will need to login first.
- In the “Search” box, which is located on the top right hand side of the screen, enter CT200.
- Click “CT200 Doctrine 2”.
- Scroll down and click on “The Triune Creator”.

- Click ‘Show File’ to view the scanned reading. Note that we have not scanned the entire reading and that the book is on High Demand.

For all other readings, including Reference Bibliography, search the catalogue.
eResources
In addition to online Journals, the Library provides access to a variety of resources in online format. These are searchable via DISCOVER. There is also a list of Databases, eBooks, and eReference available on the ERESOURCES link on the Library homepage.

Other E-Resources
- If you are a resident of Australia and can supply an Australian residential address, request a library card from the National Library http://www.nla.gov.au/getalibrarycard. The card will give you access to resources made available by the National Library of Australia. http://www.nla.gov.au/app/eresources/
- Request a card from the National Library now so that you have access when you need it.
- Also, check out e-resources available from the State Library of NSW and from your local council library.

Interlibrary loans
If the Library does not hold a title or volume in our collection, we will endeavour to get it for you on loan from another library. Requests will be filled at the discretion of the Research Librarian, Dr Stephen Oakshott. This service is free of charge. To make a request, please email docdel@moore.edu.au providing as many details on the wanted item as possible. A requested item may take from 1-4 weeks to arrive. For more information, contact Stephen at Stephen.oakshott@moore.edu.au.

Facilities
- WiFi access is available – ask at the Service Desk for a guide to connecting.
- Toilets are located on Lower Ground near the amphitheatre and off the main foyer.
- Please take the stairs to travel to and from the Lower Ground. If you have a permanent or temporary mobility issue, please contact Julie.Olston@moore.edu.au and we will provide lift access.
- Power points are located throughout the Library.
- PCs are available on the Ground and Lower Ground floors for catalogue and internet searching.
- Water bottles with secure lids and keeper cups are allowed in the Library – no food!
- The Tea Point on the Lower Ground floor provides hot and chilled water. Arrange your own tea/coffee/sugar/milk! Please use keeper cups and water bottles with lids. Any item with an expired use-by date left in the small refrigerator will be discarded.
- 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. New students receive a one off credit of $5.00 deposited to their Papercut account. Guides to scanning, emailing, printing and copying are available from the FAQ link on the Library’s homepage and in the brochures displays located throughout the Library.
- A guillotine, hole punch and electric stapler are available near the copiers on the Ground Floor.
- Please do not leave valuables such as laptops or wallets unattended.
Assistance with using the Library and finding resources

- If you would like help with using the Library or to locate relevant resources, please ask at the Service Desk or email servicedesk@moore.edu.au or call 02 9577 9895.

Postscript – a few more points about the Library

- The Library started with the College in 1856.
- On Saturday, February 11th, 2017 the new library was opened and the Library renamed the Donald Robinson Library. Donald Robinson was a Vice-Principal of the College (1958-72), Bishop of Parramatta (1973-82) and then Archbishop of Sydney (1982-93).
- 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.
- The Library includes the Samuel Marsden Archives which contain College and collected archives.
- Six 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 Donald Robinson Library at Moore College.