How do I borrow?

To register as a library member, you will need proof of staff status and your TAFEcard. Your Library membership needs to be renewed each year.

Your TAFEcard is your library card and can be used to borrow from any TAFE library, though you need to return items to the library from where you borrowed them.

What can I borrow and for how long?

- Any number of items may be borrowed by staff although there may be some limits on types of materials.
- Books (including textbooks, fiction, and children’s books), magazines, videos, DVDs, CD-ROMs, flexible learning toolboxes, music CDs and other audiovisual materials.
- You can borrow books for 4 weeks and magazines for 2 weeks. Videos, DVDs and music CDs are lent for 1 week.
- You can renew items twice unless they have been reserved by another borrower. Remember to renew items on or before the due date. You can do this by phone, email, through the TAFE Library catalogue using your PIN, or in person.
- You can reserve items on loan to another borrower. You can do this by phone, email or in person.
- Material not held by this Library may be borrowed for you from another TAFE library, provided that it is essential for teaching your TAFE course. You may request up to four interlibrary loans at a time.
- You can put items in high demand by your students into Closed Reserve at the Loans Desk for restricted loan periods or use in the Library only.
- You can return loans via the returns chute at the Loans Desk during opening hours or through the outside chute after hours.

What happens if I have overdue items?

You will not be able to renew overdue items. You need to return them or your borrowing privileges will be suspended.

For more information, please refer to Staff Information on the Library website.

What happens if I lose or damage an item?

You will need to pay for or replace any item(s) lost or damaged while on loan to you.

How can I find out if the Library has what I want?

You can look for items on the TAFE NSW Libraries’ Catalogue via our website at: http://www.illawarra.tafensw.edu.au/library
Click on Library Catalogue when you get there.

What other information can I access in the Library?

- You may read newspapers (with 4 weeks of back copies).
- You can use the Reference Collection to find information in encyclopedias, dictionaries, directories, atlases and other reference books.
- You can use online databases such as APA-FT, TV News and EBSCOHost to find information on many topics as well as newspaper or journal articles, past TAFE exam papers or Australian Standards. Pick up a passwords list or user guide from the Library to access some online databases from your office or home. Many of the online databases are now accessible from the TAFE-NSW Libraries’ catalogue or via EQUELLA using your DET username and password.

How can my students improve their information and research skills?

Library staff conduct Information Literacy sessions throughout the year that can help you and your students find and evaluate information relevant to your courses. Sessions include:
- Orientation tours
- Using the TAFE Student Portal
- Researching for an Assignment
- Using online databases
- Finding Statistics
- Searching Online Databases.

Contact the Library staff to discuss your requirements or to book a tour and/or a session. Please ensure your students have a Library tour and join the Library early in their studies.
What can I find on the Library's website?

You can find the Library’s website at:

http://www.illawarra.tafensw.edu.au/library

Our website gives you direct access to:
- The TAFENSW Library Catalogue
- Online subject guides with featured resources for loan, topic searches linked directly to the library catalogue and selected databases - access journal articles and quality websites –specific to your subject
- Internet search to access Google and other search engines and directories
- TAFE Studylinks - a selective directory of useful course-related websites
- Links to our Online Databases to find current information including newspaper and journal articles
- ‘How-to’ guides to the Library Catalogue, subject collections, Online Databases, and the Internet
- Information Skills Tutorial – an online tutorial to help build up your research skills
- Information about your Campus Library
- Student e-Services and the DEC Portal.

What other services and facilities does the Library provide?

- You can use computers with access to the Internet and email. You can save to floppy disk, memory stick, CD-ROM or DVD. Black and white and colour printing and photocopying are also available. Charges apply.
- You can borrow equipment, such as a data projector, digital camera, video camera and digital video camera to help with your classes.

When is the Library open?

During Term
Monday - Thursday 8.45am – 7.00pm
Friday 8.45am – 1.30pm

Vacation As advised

Where can I get more information?

Illawarra Institute, Nowra Campus Library
First Floor, Block A
60 Beinda Street
BOMADERRY 2541
(PO Box 225, NOWRA 2541)

Email: nowralibrary@tafensw.edu.au

Library Phone: 02 4421 9835
54835 (Internal)

NOWRA CAMPUS LIBRARY

INFORMATION FOR STAFF

Jan 2013