How do I borrow?

Your TAFEcard is your library card while you are studying at TAFE.

Your TAFEcard allows you to borrow from any TAFE library. You will need to return items to the library you borrowed them from.

What can I borrow and for how long?

- Books (including some textbooks, fiction, and children’s books), magazines, videos, DVDs (including movies), music CDs, games, and some equipment (such as calculators and CD players and tape recorders).
- Up to 15 items with a maximum of 2 music CDs and 4 DVDs or videos (2 recreational and 2 educational).
- 2 weeks for books, magazines and music CDs; 1 week for videos and DVDs.
- 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, online through the TAFE NSW Libraries’ catalogue, if you have a library PIN, or in person.
- You can reserve items on loan to another borrower. You can do this by phone, email or in person.
- You can borrow items in high demand, such as selected textbooks, from the Reserve Collection at the Loans Desk.
- You can borrow items from other TAFE NSW libraries on inter-library loan as long as they are required for your course. A limit of two items applies.
- You can return loans through the returns chutes 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. You will also receive a fine if you do not return them after 2 warning notices.

For more information, read the Student Discipline (Library Resource Materials) Policy.

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 library catalogue on our web page:

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 can read the daily newspapers or look up back issues.
- You can use the Reference Collection to find information in encyclopedias, dictionaries, yearbooks, handbooks.
- You can use the Library’s online databases to find information in newspapers and journals or online encyclopedias, or to look up a past TAFE exam paper or an Australian standard. You can access most of these databases from home as well as TAFE.
- You can pick up Library guides to the Lending Collection (for your subject area), the Library catalogue, our online databases, or the Internet.
What other services & facilities can I use?

- You can use a computer to access the Internet or complete assignments and print from them in black & white or colour for a charge.
- You can use our colour / black & white photocopier for a charge.
- You can book a room for individual or small group use for studying or viewing videos or DVDs.
- You can make an appointment for individual assistance with your assignment(s) at our Information Desk.
- Wireless internet access is available in the Library via the DEC Portal. Library staff will provide instructions when you attempt to login for the first time.

What can I find on the Library’s website?

You can find the Library’s website at:
http://www.illawarra.tafensw.edu.au/library

On our website you will find:
- The TAFE NSW Libraries’ Catalogue
- Subject Guides with featured resources, topic searches and quality websites relevant to your course
- TAFE Studylinks - a selective directory of useful course related websites
- Links to our online databases
- ‘How-to’ guides to the Library Catalogue, subject collections, online databases, and the Internet
- Information Skills Tutorial – an online tutorial to help build your research skills
- Information about your campus library, e.g. opening hours, services, facilities
- Local web links
  A link to the DEC Portal and your eStudent Services login.

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
Telephone: 44219835

NOWRA CAMPUS LIBRARY
INFORMATION FOR STUDENTS