Library surveys show that many library users have been unable to find materials in the library because they had not learnt how to use the library catalogue effectively and they are unaware of many information sources available to them as TAFE students.

The library information literacy program has been designed to meet student and staff needs as indicated by student and staff feedback. Primarily comments indicated that:

- Sessions were more valuable when relevant to the subjects being studied.
- It was better to split sessions into separate orientation, catalogue, database and Internet sessions. Information overload was a real problem when sessions were combined.
- “Hands-on” experience in the sessions was valuable.

All students should participate in the orientation sessions to let them know about the services the campus library offers and the advantages they gain by joining the library.

### Orientation Sessions

(Approximately 30 minutes duration)

In orientation sessions, or tours, students join the library. The rules for library use are explained. Library facilities such as student use computers, photocopiers, access to the Internet, group study rooms and special collections are outlined.

### Catalogue Sessions

(Approximately 45 minutes duration)

In catalogue sessions students learn how to search the TAFE NSW Libraries Catalogue (TAFEcat) on the Web, how to locate items in the library and to borrow items on inter-library loan. They may also be introduced to online materials available through TAFEcat e.g. eBooks and eJournals.

Library staff work with the teacher to structure a session which is relevant to the class and which encourages “hands-on” learning by the students. A worksheet may be designed to target materials relevant to the course.

The TAFE NSW Library catalogue is available on the Web from TAFE, home or work at: [http://tafecat.tafensw.edu.au/tafecat.html](http://tafecat.tafensw.edu.au/tafecat.html)

Inter-library loans can be requested by email or via an online form on the library web page or Intranet site.

### Subject Guides Sessions

(Approximately 30 minutes duration)

Illawarra Institute library staff have developed online subject guides targeted for the courses taught in the Institute. The guides feature:

- Subject specific resources for loan - books, DVDs and more
- Topic searches linked directly to the library catalogue
- Selected databases – providing access to journal articles and other information online
- Quality websites - recommended by teachers & librarians
- Research tips & referencing guides

Access to information and online resources 24/7 - from TAFE, home or work.

Please contact the Library if you would like a specific subject guide created for your class.

### Internet/Databases Sessions

(30 to 120 minutes duration)

Library staff are able to guide teachers and their students through the Internet and the web-delivered databases (eResources) that Illawarra Institute libraries subscribe to.

Most databases can be accessed by Illawarra Institute students and staff from home using their TAFE username and password e.g. ANZRC, InfoTrac OneFile, Standards Australia, Britannica Online, PlantFile.

Online video resources are available from ClickView and Safetyhub.

eBooks such as the Issues in society series are also available online.

Go to the Library’s web page to see the full list of eResources.
BOOKINGS

For sessions to be effective and valuable learning experiences, bookings are required at least one week in advance.

Teachers must be willing to work with librarians in designing relevant materials for their classes. Without such cooperation, the sessions cannot proceed.

TO BOOK

Bookings are via the Information Literacy Session Request Form available in the library, or by phone.

Staff requesting sessions will receive confirmation of session times from the Campus Librarian by email, or in hard copy.

SESSIONS FOR STAFF

Teachers and other staff are encouraged to contact library staff to arrange for one-to-one, or small group sessions.

JOINING THE LIBRARY

New staff are required to prove status by producing a letter from their Head Teacher, or may be introduced to the Library by a staff member from their section.

The TAFEdcard is the TAFE library card for both students and staff.

All staff are asked to renew their library membership each year.

LIBRARY FACILITIES

Bookings may be made to use the fully equipped audio-visual room, group study rooms and the library for classes.

Computers may be booked by staff for small group use in the Library. Black and white and colour printing and photocopying are available for a charge.

Wi-Fi is available via the Illawarra Institute Wireless Network for students and staff who wish to use their own devices. Login is via your TAFE Username and password.

The library has a laminator and binder for staff, student and community use for a fee.

LIBRARY HOURS

During Term
Monday-Thursday 8.45am - 7.00pm
Friday 8.45am - 1.30pm
Vacations As advised

FURTHER INFORMATION

Available in the Information for Staff brochure at the Library, or on the Web page.

TAFE NSW Nowra Library
First Floor, Block A
60 Beinda Street
BOMADERRY 2541
Ph: 02 44219835
nowralibrary@tafensw.edu.au