Library Opening Hours

**Academic Year**
Monday-Thursday 8 am-8 pm
Friday 8 am-3 pm
Sunday Closed

**Semester Breaks and Public Holidays**
Check the Library website for details.

**Location**
Avondale College of Higher Education
Sydney Campus Library
Clinical Education Centre
Sydney Adventist Hospital
187 Fox Valley Road
Wahroonga NSW 2076

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**Meet the Library Staff—We’re here to assist you!**

**Marilyn Gane** – Head Librarian/Copyright Officer ................. 4980 2129
Library management, budget allocations, collection development, strategic planning, copyright

**Michael Rigby** – Sydney Campus Librarian ......................... 9480 3639
Reference, budgets, collection development, cataloguing

**Elaine Lumsdaine** – Reference Librarian ................................. 9480 3641
Reference, information literacy, interlibrary loans, research assistance

**Tracey McDonald** – Serials .................................................. 9480 3640
Reference, serials, copyright, EndNote.

**Brenda Law** – Technical Services ................................. 9480 3638
Reference, accessions, Work Health and Safety

Sydney Campus Library Information Desk ............................... 9480 3636

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**PLEASE NOTE**
Please turn your mobile phone to silent or vibrate before entering the building.
Library Catalogue
Search the Library’s online catalogue for books, AV materials and journals:

- In the Library on dedicated computer terminals.
- From anywhere you have internet access, plus the Sydney Adventist Hospital intranet.
- To search for journal articles use the online databases accessible from the Library website.

Borrowing
Your library card
- Your library card is your Avondale student ID card. Please present this card each time you wish to borrow items.
- You are responsible for all items borrowed on your card. Please do not lend your card to anyone else. Report lost or stolen cards to the Desk staff to prevent unauthorised use.
- The ID number on your student card is needed to view your library record online and to renew or place a hold on a book.

Borrowing limits
- Twelve items in total may be borrowed for 14 or 7 days.
- Loans may be renewed online, at the Desk, or by phone. Loans may be renewed once.
- Overdue items must be returned to the Library before renewal.
- Items on hold for another borrower may not be renewed and must be returned immediately they are due.

Holds
- If you wish to borrow an item that is already on loan, you may put a hold on it via the online catalogue. You will be contacted when the item is available.

Closed Reserve
- Items in high demand are placed on Closed Reserve behind the Desk. During opening hours you may borrow up to 2 items for 2 hours within the Library. CR items may be borrowed overnight Monday-Thursday from 4.15 pm, and over the weekend from 12 noon Friday. CR items must be returned by 9am on the next opening day to avoid a fine of $1 per item per hour.

Returns
- All borrowed items, except Reserve items, should be placed in the Returns slot at the Desk, or in the after-hours chute at the building entrance. Closed Reserve items should be returned to the Desk during opening hours, or in the after-hours chute.
- Items returned on the date due, but after the Library has closed, will be regarded as overdue.

Online Databases
- The Library subscribes to a number of online databases that are available to Avondale students, faculty and staff.
- Access is via the Library’s website. You will need to use your College user name and password for access.
- For assistance in the use of online databases, please ask at the desk, view online tutorials, or call 9480 3636.

Journal Titles A-Z
- The Journal Titles A-Z list provides a list of over 39,000 full-text journals available to Avondale students, faculty and staff.
- Students can browse the list by subject or search for specific journal titles.
- Log in with your Avondale user name and password to access journals on the list from off-campus.

Research Help
Reference Librarians are available to assist you with your reference enquiries. The Library also offers individual and group training sessions in the use of online resources. Online tutorials also available.

Tutoring
- Academic and English language support for assignment writing is available on request. For appointment times contact the Faculty of Nursing and Health Secretary.

EndNote
EndNote is a commercial reference management software package that:
- stores bibliographic details of the material that you have read for your assignments and theses.
- imports details of material that you have found, from the library catalogue and other databases and catalogues.
- automatically creates citations, references and bibliographies for your assignments in your required style.
- supports and/or integrates with common word processor and file formats eg RTF, HTML, etc.
- students may borrow from other UNILINC libraries on presentation of their current Avondale student ID card.

Facilities
The Library offers wireless computer access for laptops, group study rooms, and individual study spaces. A facility fee applies.

Other Libraries
Students may borrow from other UNILINC libraries on presentation of their current Avondale student ID card.

Save Money
No one wants library fines. To reduce the possibility of incurring a library fine, please read the following carefully:
- A courtesy notice may be sent to your Avondale email account three days prior to the date the item is due back.
- A second email may be sent to your Avondale email account to notify you when items are overdue. Fines for overdues are $1 per item per day. Fines for Closed Reserve overdues are $1 per item per hour.
- If you have $5 or more in outstanding fines you will not be able to borrow.
- All fines are to be paid in cash or EFTPOS (no cash out) at the desk.

Photocopying/Printing
- The Library offers black and white, and colour printing/copying facilities.
- Your student ID card is also your copy/print card.
- Charges are 14 cents for A4 b&w and 26 cents for A4 colour and 20 cents for A3 b&w. Credit may be added to your card at the Library Desk. Minimum credit is $7.00.

EndNote software is available for download from the Library website. An online tutorial is also available on the Library website under “Information Skills.”