

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
Level 2
Sydney Adventist Hospital
185 Fox Valley Road
Wahroonga NSW 2076

PLEASE NOTE

Please turn your mobile phone to silent
or vibrate before entering the building.

Reprinted November 2011

MEET THE LIBRARY STAFF—WE'RE HERE TO ASSIST YOU!

Marilyn Gane—Head Librarian/Copyright Officer

Library management, budget allocations, collection development, strategic planning, copyright 4980 2129 Phone

Michael Rigby—Sydney Campus Librarian

Reference, budgets, collection development, cataloguing..... 9639

Elaine Lumsdaine—Reference Librarian

Reference, information literacy, interlibrary loans, research assistance..... 9638

Tracey McDonald—Serials

Reference, serials, copyright, EndNote.9640

Brenda Law—Technical Services

Reference, accessions, Work Health and Safety9638

Sydney Campus Library Information Desk02 9487 9636



INFORMATION FOR SAH STAFF

Phone 02 9487 9636

Fax 02 9487 9635

Email sydney.library@avondale.edu.au

Website <http://www.avondale.edu.au/library>



SYDNEY CAMPUS LIBRARY

This guide is for quick reference only. For full details of our resources and facilities visit the Library Desk, phone extension 9636 or visit the Library website:

<http://www.avondale.edu.au/library>

WHO CAN JOIN?

The library materials and services are available to all staff of the Sydney Adventist Hospital, accredited medical officers, and SAH Clinical School during SAH placement.

To join, simply present your ID card and register as a borrower.

University students may register for free for the duration of their SAH clinical.

LIBRARY CATALOGUE

Search the Library's online catalogue for books, AV materials and journal titles:

- In the Library on dedicated computer terminals.
- From anywhere you have internet access, plus the Sydney Adventist Hospital intranet.

BORROWING

Your library card

- Your library card is your SAH ID card with Library barcode. 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.
- User ID/Barcode and Pin is required for personal records on Library Website.

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 or at the Desk. An email will be sent to you when the item is available.

Restrictions

Journals and reference items are not for loan, but may be used in the Library.

Audio Visual

DVDs and CDs in the main collection are for loan. Videos with the prefix 'AV' are not for

general loan but may be viewed in the Audio Visual room. All DVDs are for 7 day loan with a limit of 4.

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 12.15 pm Friday. CR items must be returned by 9 am on the next opening day to avoid a fine of \$1 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 front door. 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

Sydney Adventist Hospital subscribes to a number of online databases. These include:

- CINAHL Plus, Medline, EBSCO business/health/religion, Cochrane Library, and MIMS, and are accessible via the Hospital Intranet.
- Avondale databases are only available to registered faculty, staff and students of Avondale College of Higher Education.
- For assistance in the use of online databases, please ask at the Desk or call extension 9636.

SERVICES

Subject Searches

Departments may request work-related database searches. Results available by email.

Inter-Library Loans

If you require an item which is not in our collection Library Staff can obtain it from another library. Charges apply.

Subscription Service

The Library offers to manage and circulate departmental journal subscriptions. Contact the Serials Librarian.

Selective Dissemination of Information

A personalised bibliography of professional articles is distributed monthly via email to managers and educators.

FACILITIES

- Individual study desks
- DVD and video viewing facilities
- Card operated photocopiers/printers
- Online catalogues
- New books and new journal displays
- Collection of nursing, medical, bioethics and general reading books and DVDs
- Wireless Internet connection

OTHER LIBRARIES

As members of the Avondale Library, SAH staff may borrow from other UNILINC libraries on presentation of their SAH ID card with Library barcode.

SAVE MONEY – AVOID LIBRARY FINES

Fines for overdues are \$1 per item per day. Fines for Closed Reserve overdues are \$1 per item per hour.

To reduce the possibility of incurring a library fine, please read the following carefully:

- A courtesy notice may be sent to your email account three days prior to the date the item is due back.
- A second email may be sent to your email account to notify you when items are overdue.
- 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 at the Desk.

YOUR RESPONSIBILITIES

- Return items on time
- Advise changes of email address, home address and phone numbers