

## Library Opening Hours

### Academic Year

Monday-Thursday	8.00 am-8.00 pm
Friday	8.00 am-3.00 pm
Sunday	Closed

## Location

Avondale College of Higher Education  
Sydney Campus Library  
Level 2  
Sydney Adventist Hospital  
185 Fox Valley Road  
Wahroonga NSW 2076

## MOBILE PHONES

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

### Semester Breaks and Public Holidays

Check the Library website for details.

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It's your library ...

## 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

### 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 Safety ..... 9638

Sydney Campus Library Information Desk ..... 02 9487 9636



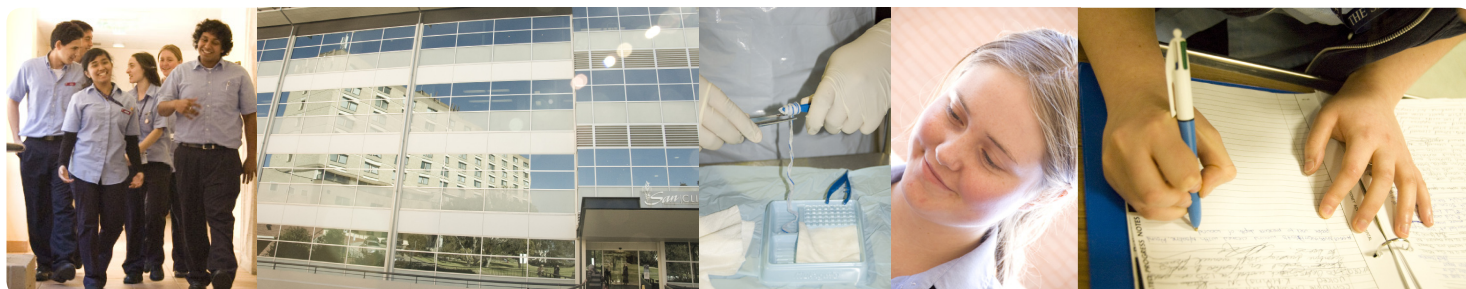
## INFORMATION FOR STUDENTS

Phone 02 9487 9636

Fax 02 9487 9635

Email [sydney.library@avondale.edu.au](mailto: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>

## **Library Catalogue**

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

- 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**

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### **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 12.15 pm 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 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**

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- 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 or call extension 9636.

## **Journal Titles A-Z**

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- 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.
- Login with your Avondale user name and password to access journals on the list from off-campus.

## **Research Help**

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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 including EndNote. For topics and times check our Training Schedule on the Library's website.

## **Tutoring**

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

## **EndNote**

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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

It is expected that all students will use EndNote to reference their assignments.

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

## **Facilities**

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The Library offers wireless computer access for laptops, group study rooms, and individual study spaces.

## **Photocopying/Printing**

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- The Library offers black and white, and colour printing/copying facilities.
- Your student ID card is also your copy/print card.
- Charges are 13 cents for A4 b&w and 26 cents for A4 colour and A3 b&w. Credit may be added to your card at the Library Desk. Minimum credit is \$6.50.

## **Other Libraries**

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

## **Save Money**

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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 at the Desk.