Opening Hours & Services

Monday – Friday
9:00am – 5:00pm

PO Box 674 Warrnambool  3280

Library@SouthWestTAFE

Community Borrowers
Guide to Services—2016

Warrnambool  (03) 5564 8956
Portland             (03) 5521 0466
Hamilton             (03) 5551 4158

email:    library@swtafe.vic.edu.au
fax:        (03) 5564 8959

www.swtafe.vic.edu.au/library
**Community Access**

Everyone is welcome to visit the Library in person, and to browse and use the collection on site (free of charge).

**Community Borrowers**

Individual memberships are available-

- $48 fee for 12 months borrowing
- Borrow up to 30 items (simultaneously, in total)

<table>
<thead>
<tr>
<th>Books</th>
<th>(3 weeks)</th>
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<tbody>
<tr>
<td>Journals / Magazines</td>
<td>(3 weeks)</td>
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**Renewing Loans**

Please return or renew your loans before the due date:

Renew online via the Library Catalogue:


- Login [My Account] using your Library ID and PIN
- Click [Renew my materials]

**Placing Holds**

You can request that specific books (and other items) be held for you to pick up from the Library service point

**Overdue Items**

Please return items by the due date.

- Reminders will be sent to your postal address so please notify Library staff immediately if you change your address (or phone number).

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**Finding Information**

Access a wealth of information via the Library—books, journals / magazines, newspapers, DVDs, videos, CDs (etc.)

**Library Catalogue:** the key to the collection


PLEASE NOTE:

Computers are not available for use by Community Borrowers.

Licensing agreements for databases to which the Library subscribes specify that access is only available to current South West Institute of TAFE staff and students.

**Ask Library staff for assistance**

Email: library@swtafe.vic.edu.au
Phone: (03)5564 8956