Copyright Advice

Library staff can -
- Provide Copyright advice in relation to both hard copy (printed) and online delivery.
- Assist in obtaining ‘permissions’ from Copyright holders.
- Assist with the attribution of copied and original material (referencing).

The Institute’s Copyright policy and guidelines are available on the Staff Intranet.

SWTAFE Online

Library staff can -
- Find relevant online resources for inclusion in your subject sites on SWTAFE Online.
- Supply links to specific articles, journals, streamed videos etc.
- Provide Copyright checks of SWTAFE Online subject sites.

Info Sessions for Students

Library staff are available to run -
- Library Orientation Tours (for new students).
- Information Skills Sessions focusing on finding, evaluating and referencing relevant information sources (online and print).
- Referencing Skills Sessions

Please contact staff in advance to arrange sessions for your students.

Opening Hours

Monday—Friday
9.00am—5.00 pm

Acknowledgements

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SafetyCare
SAI Global
EBSCO
Borrowing

Your staff card is also your Library card, and you’re entitled to borrow up to 30 items (at one time).

Please return or renew your loans before the due date.

<table>
<thead>
<tr>
<th>Item</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>(3 weeks)</td>
</tr>
<tr>
<td>Journals/Magazines</td>
<td>(3 weeks)</td>
</tr>
<tr>
<td>DVDs</td>
<td>(1 week)</td>
</tr>
<tr>
<td>Laptops</td>
<td>(1 day/weekend)</td>
</tr>
<tr>
<td>Digital cameras</td>
<td>(1 day/weekend)</td>
</tr>
<tr>
<td>Digital projectors</td>
<td>(1 day/weekend)</td>
</tr>
<tr>
<td>Digital audio recorders</td>
<td>(1 day/weekend)</td>
</tr>
<tr>
<td>Audio equipment</td>
<td>(1 day/weekend)</td>
</tr>
</tbody>
</table>

Renew your loans and place holds:
- in person: at the Library service point
- online: via the Library Catalogue
- by phone

Renew online via the Library Catalogue:
- Login using your Staff ID and PIN
- Click [Renew my materials]

Library ID and PIN
Your Staff ID is on your staff card
eg. SMITHAB

Your Library PIN number is your date of birth.
ie: day, month and year (DD/MM/YYYY)
eg: 05101982

Finding Information
Access a wealth of information via the Library:
Databases, books, journals / magazines, newspapers, standards, DVDs, videos, CDs (etc.)

Online Resources—beyond Google
e-Books
  + EBSCO Academic Collection (138,000+)
  + EBSCO Clinical Collection (2,700+)
Journals (magazines) & Newspapers
Informit (Australian)
  + APAFT
  + Business Collection
  + Engineering Collection
  + Health Collection
  + Humanities & Social Sciences Collection
EBSCO host (International)
  + Academic Search Premier
  + Australia / NZ Reference Centre Plus (news)
  + Business Source Premier
  + CINAHL Plus (nursing)
  + Education Source
  + Hospitality & Tourism Complete
  + Vocational Studies Complete
Videos (streamed on the Web)
ClickView (2,000+ training videos)
Kanopy (selected training videos)
Safety hub (Safetycare WHS training videos)
Other
MIMS Online (medications information)
SAI Global (Australian standards)

Borrowing from other Libraries
A CAVAL card will enable you to borrow from other TAFE and University libraries throughout Victoria.
(Available free from the Library service point.)

Research Support
Please don’t hesitate in asking for assistance finding relevant information sources. Library staff can track down specific sources, or undertake a full literature search on your behalf.

Inter-Library Loans
Library staff can obtain books (and other sources) from other Australian libraries for SWTAFE staff.

Recommending Books, DVDs etc. for the Library
Please recommend relevant titles for the Library collection to support your areas of teaching.
Please provide as much detail as possible (title, author, publisher, year, isbn)