Library Opening Hours for MTC staff

- During term time the Library opens at 8am Monday to Friday, and closes at 6pm on Monday and Wednesday; **9pm on Tuesday, 7pm on Thursday** and 5pm on Friday.
- During vacations, we open 9am-5pm Monday-Friday.
- We open one Saturday per term and each of the three Saturdays during the final end-of-year exam period. If you need to use the Library on a Saturday please speak with Julie re the next Saturday opening.
- Our current opening hours are listed on the Library website www.moore.edu.au/library

Service Desk

The Service Desk is staffed whenever the Library is open. Please contact the desk if you have any enquiries, problems or issues on servicedesk@moore.edu.au or on 9577 9895 or at the desk on the Ground Floor in the Library.

Please contact the Library Manager, Julie Olston, regarding any matter Julie.olston@moore.edu.au or 9577 9897.

Develop your Library Skills Program

If staff members would like us to run some library sessions to build skills, this can be arranged.

Staff card

Your staff card is your library card. You need it to borrow items using a Self-Check machine on the Ground or Lower Ground floors. It is not needed to return items.

Logins and passwords

Use your Moore College universal login and password to access eResources and to order items from Offsite.
Searching for Books, Articles, and other Resources


To see more details on the catalogue record, click the Catalogue Record tab.

If you are looking for a range of references on a particular topic, search DISCOVER. A single search of DISCOVER retrieves citations or full-text from the catalogue, from MYRRH (the College institutional repository), from ATLA and other databases, from ejournals and from a wide range of other e-resources. The search box is located on the library homepage (www.moore.edu.au/library).

For a guide to using DISCOVER, click the Skills link on the Library website or pick up a print copy on the Ground Floor of the Library near the New Titles sign.

eResources

The Library provides access to some 32,000 ebooks, 225 ejournals, databases and digital libraries.

Ebooks, ejournals, databases and digital libraries are included by book or journal title in the library catalogue and in DISCOVER by journal or chapter title. There is also a listing of digital libraries, databases, ebook collections and eReference at http://www.moore.edu.au/library/#eresources

Other E-Resources

☐ If you are a resident of Australia and can supply an Australian residential address, request a library card from the National Library http://www.nla.gov.au/getalibrarycard. The card will give you access to eresources made available by the National Library of Australia._

☐ Request a card from the National Library now so that you have access when you need it.

☐ Also, check out e-resources available from the State Library of NSW and from your local council library.

Open Access Print Collections

Open Collection

The Open collection starts on the Ground Floor (001-222.99) and finishes at the end of the compactus on the Lower Ground floor. Pedestal signs giving directions to various call number ranges within the OPEN collection are arranged around the Ground and Lower Ground floor.

Items in the Open Collection are for loan. As this collection is an amalgam of several collections, disregard various prefixes and coloured dots.

When using the compactus, move each carriage individually. Check that the aisle is empty before moving the carriage!
High Demand Collection

- The High Demand Collection is located on the Ground Floor near the Service Desk.
- Material that is included in Set Readings for all units of study is included in this collection if the Library has not been able to scan the entire reading and make it available on Myrrh. Sometimes other titles wanted by the whole class may be in High Demand.
- Items on High Demand may be borrowed for a period of two hours, or overnight if borrowed in the last two-hour period of Library open hours.
- Select the book from the High Demand Collection and then borrow it using the Self Check machine. Return through the Self Check machine and reshelve the book on the High Demand shelves.
- Fines are $2 per hour or part thereof overdue.
- Overnight loans are due back in the first hour that the Library is open for the day, or may be returned before 9am via the after hours return box located in the student mailroom.

The seven collections listed below are located on the Lower Ground floor.

1) Asian
This collection contain works principally in Mandarin. The majority of titles are for loan.

2) CD/DVD Collections
CDs and DVDs are available at the far end of the compactus.

3) Folio
Larger items may be for in-Library use only or available for loan – it depends on the individual title.

4) Loane collection
These titles are located in cabinets near the lift on Lower Ground and are for loan. The Loane collection consists of certain titles collected by Sir Marcus Loane, a former Archbishop of Sydney, and given to the college with the cabinets.

5) Pamphlets
Pamphlets located in the Pamphlets collection are for loan.

6) Reference
Reference items are for in-Library use only.

7) Serials (sometimes called Journals)
Usually, print volumes for 2015 and later are located in the Serials collection, while earlier volumes are located in Offsite. In some cases, all print volumes of a title are located in Offsite. To request a volume in Offsite, click Request item on the catalogue record.

Note that the Library makes journal material available in one of the following formats or combinations:

- Print format
- Print and online format for the same issue of the journal (known as an ejournal).
- Online format only (ejournal).

Search the catalogue to find our holdings of a particular journal. Serials are for in-Library use only.

Feb 12th, 2018
The catalogue record includes a link to the ejournal.

If you are looking for a range of references on a particular topic, search DISCOVER.

LOCATE IT!

For items on open access, click the LOCATE IT tab on the catalogue record to see where on the floor plan the book is located.

Offsite (items in this location must be requested via the catalogue)

- Two-thirds of the print collection is held Offsite. This means that students are not able to see or browse the shelves on which the material is located.
- To request an item in Offsite, from the catalogue record, click Request Item. Key in your Moore College universal login and password. Requests received by 2pm on one working day are available by 12pm the next working day.
- The Library sends an email to your college email account and an SMS once the material is available for collection.
- Books not collected are returned to Offsite after 3 working days.

Borrowing, returning material and overdue fees

- Moore Staff may have 30 items on loan at any one time and have a four-week loan period. Use the Self Check machine to borrow.
- If you need the item for longer than four weeks, renew the item on no more than two occasions by going to the Library Catalogue, My Library Record, Renew my Loans. Items with a request on them are not renewable. Overdue items are not renewable online. Please telephone the Service Desk (9577 9895) for assistance.
- The Library sends an email two days before the item is due reminding you to return or renew the loan. Note: This is only a courtesy email. It is the individual responsibility of staff to return items on time or renew them before they become overdue.
- An after-hours return box is located in the Student Mail Room. The Library staff empty the box at 9am each working day.
- Overdues for all locations other than High Demand are charged at the rate of $1 per day or part thereof overdue. Staff with overdues and/or fines of $15 or more are not able to borrow any other items until the items are returned and the fines are below $15. Pay fines online at www.moore.edu.au/library/paylibrary

Requesting material on loan

- To request an item on loan, from the catalogue record, click Request item. Key in your Moore College universal login and password.
- The Library will send an email and an SMS once the material is available for collection.
- Items with two requests automatically become available for loan for two days only – check your receipt or My Library Record so that you know your loan period.
- Requested items are held for three days before being returned to general circulation.

Recalls

If you have had the item on loan for a week or more, and if a request is placed on the item, you will be asked to return the item.
Facilities

- **No food or drink is allowed in Library 2018** – we want to keep the furnishings clean and stain-free. Water in a sealed container is allowed. Please wear footwear.

- **Staff have Wi-Fi access** – connect to MooreWifi and enter your Moore College universal login and password.

- **Printing/scanning/copying** is available via the Papercut system. Copying and printing is 11c B&W A4 page, scanning is at no charge. Visit my.moore.edu.au to add money to your account.

- To print from your device, connect to the Wifi and then before you print for the first time, visit papercut.moore.edu.au:9163/setup. The software can discern the specifications of your device and tell you how to print.

- To copy, press **Access Device** on the printer/scanner/copier.

- One printer/scanner/copier is on the Ground Floor around from the New Titles/Serials display, another three machines are available near the Self Check on the Lower Ground Floor.

- **PCs are available on the Ground and Lower Ground floors for catalogue and internet searching.**

- **Toilets** are located on Lower Ground near the amphitheatre and off the main college foyer.

- Please take the stairs to travel to and from the Lower Ground. If you have a permanent or temporary mobility issue, please contact Julie.Olston@moore.edu.au and we will provide lift access.

- Please do not leave valuables such as laptops or wallets unattended.

- To keep in touch with Library news and helpful information, **Like Donald Robinson Library at Moore College.**