

Information for UOW staff at

BATEMANS BAY, BEGA, LOFTUS, MOSS VALE AND SHOALHAVEN

YOUR LIBRARY CARD

- Anyone with a current UOW ID can borrow from the collections at Wollongong or other UOW locations.
- It is important to ensure your UOW Staff ID is current at the beginning of each session. This can be done by completing a Tutor Library Registration form, available from your Education Centre Manager, and sending it by fax to Shoalhaven Campus Library staff (fax 4448 0815). Staff UOW email address should be included on the registration form.
- Academic staff may borrow items until the end of the session. These items are subject to recall if a hold is placed on the item.
- At Batemans Bay, Bega, and the Shoalhaven Campus your UOW Staff ID is your Library card.
- At Loftus, and Moss Vale you are required to present your UOW Staff ID to enrol as a borrower from the University collection. A local borrower's card will be issued to you.
- Contact your Education Centre Manager to arrange to get a UOW Staff ID.

LIBRARY HOMEPAGE

Library homepage <http://www.library.uow.edu.au/> includes information about Library services and links to useful resources. Included are links to UOW and other library catalogues, databases and websites in different subject areas.

ILIP (INFORMATION LITERACIES INTRODUCTORY PROGRAM) AND PLAGIARISM

ILIP teaches the skills to locate, critically analyse, interpret, evaluate, and use information. Links to ILIP are on the Library homepage under 'Direct Links'. The ILIP page has links to a tutorial and the assignment, which is submitted online. ILIP is compulsory for all students.

The ILIP 'plagiarism' module provides students with important information about plagiarism. The tutorial includes plagiarism examples, links to the University policy on plagiarism, and tips for avoiding plagiarism.

DATABASES AND JOURNAL ARTICLES

- The Library subscribes to a wide range of databases that are used for finding journal articles.
- Most databases provide abstracts, and an increasing number provide fulltext articles.
- Most databases can be accessed from the Library website (both on and off campus). A current University email username and password is required to access databases.

DETERMINING IF THE LIBRARY HOLDS A SPECIFIC JOURNAL TITLE

To establish if our Library holds the journal, either in print or electronically,

- Access the UOW Library homepage at,
- <http://www.library.uow.edu.au/>

- Click on 'Catalogue'
- Click on 'Journal Title'
- Type the title of the journal title and click on 'search'

Any records with the journal title will be displayed. Many times there will be two listings: one for the print, and one for the electronic copy. It is important to look closely at the years of coverage. If a journal is an 'electronic resource', follow the links to the specific journal article. Enter your UOW username and password.

See the Intercampus Document Delivery (ICDD) section if the journal is only in the UOW print collection. If the journal is not held by Wollongong, as a staff member, this article can be requested through Document Delivery. Document Delivery link is available from the Library homepage.

ELECTRONIC READINGS

A number of the materials for subjects are electronic readings (e-readings) and are accessible from on or off campus. To access e-readings for a subject, on the Library homepage click on 'Catalogue', click on 'Subject code' (under 'Search the Electronic Readings'), type subject code, and click on 'search'.

A current UOW username and password is required for viewing. Further information about e-readings is at <http://www.library.uow.edu.au/resourcesbytopic/UOW026638.html>

INTERCAMPUS DOCUMENT DELIVERY (ICDD)

Students and staff at Batemans Bay, Bega, Loftus, Moss Vale, and Shoalhaven may request materials located at the Wollongong Campus Library, which are not available at their local library.

- These may include books, videos, DVDs, book chapters and copies of print journal articles
- Requests can be submitted at <http://www.library.uow.edu.au/documentdelivery/>
Click on the link to "Students and staff at other locations (Intercampus Document Delivery) under "Services for ..." heading.
- You will need an active UOW Staff ID card in order to use this service.
- There is no limit to the number of ICDD requests but it is advisable to prioritise your requests.

For books:

- Staff ICDD book requests will be issued directly to your UOW staff ID. Please note, books are:
 - due at the end of the session (due date is stamped in the book)
 - subject to recalls (due date is changed if another client requests the book; you will be notified)
 - by email if this occurs).
 - subject to fines if they are overdue (this includes complying with recall notices)
- Staff can have up to 30 items issued on their UOW Staff ID card at any one time.
- Items will be delivered to your local library. It will not be necessary for the local libraries to issue the item on your local library card; the item has already been issued to you on your UOW staff ID. Please note, items will be held for one week and then returned to UOW Library if not collected.
- Renewals are possible if no holds have been placed on the item and it is not overdue. To do this, go to the Library homepage, click on 'Renew & Check Loans' (under 'Borrowing'), enter surname and barcode from UOW Staff ID

For journal articles or chapters in books:

- ICDD requests for print journal articles or chapters from books can be made by completing the online ICDD request form as above.

- These items will be scanned and delivered via the Web. A message will be sent to your UOW email. Documents are deleted after 5 viewings or 3 weeks. These items do not count in your total number of loans on your record.

DOCUMENT DELIVERY (ITEMS NOT HELD BY THE UOW LIBRARY)

Academic staff may request materials *not* held within the University of Wollongong Library. Academics can place requests electronically, by going to the Document Delivery page at <http://www.library.uow.edu.au/documentdelivery/>

Click on either 'Journal articles', 'Books', or 'Chapters / part'; complete the details including surname and

barcode number (from your UOW staff ID). You will need an active UOW Staff ID card to use this service.

NEED HELP WITH USING LIBRARY RESOURCES?

If you require assistance with Library's resources contact local library staff, or try the following:

- **Email a Librarian** - this service is available to all UOW students and staff and is designed to assist with brief queries about Library services and collections, access to electronic resources, and guidance on how to find information. Please indicate where you are located when submitting your enquiry. Links to this service is available on the Library homepage.
- **Library Guides** and **Online Tutorials** –available on the Library homepage under Help

USEFUL LIBRARY TELEPHONE NUMBERS

Batemans Bay Community Library 02 4472 5850

Bega Valley Shire Library 02 6499 2127

TAFE NSW – Sydney Institute, Sutherland College, Loftus Campus Library 02 9710 5834

TAFE NSW – Illawarra Institute, Moss Vale Campus Library 02 4868 0121

Shoalhaven Campus Library 02 4448 0810