

# LINKING YOU TO LEARNING

## 2009



### THE BEST OF BOTH WORLDS: GETTING A UNIVERSITY DEGREE WITHOUT LEAVING HOME

There are many advantages to being a UOW student and studying at another location: you can study and stay in your local area; you benefit from a mix of face-to-face teaching and electronic learning; you can access a local collection of books targeted to your subjects; and personal, professional assistance is available from your local library. It's now up to you to get the most from the Library services available to you. A world of resources is at your fingertips – find out how to produce successful assignments by becoming an effective user of information.



### THE LIBRARY – MORE THAN JUST BOOKS!

The Library website is the gateway to an electronic world more precise and academically focused than what you'll find via a Google search. There are literally millions of resources, many of which you can access from home, your library or Education Centre. Start Smart with a tour of the website at [www.library.uow.edu.au](http://www.library.uow.edu.au) > **Help** > **Start Smart: Library orientation**

Check out some of the useful links on the Library website at [www.library.uow.edu.au](http://www.library.uow.edu.au)

- > **Referencing and citing**  
[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Direct links** > **Referencing and citing**  
Subject coordinators will expect you to include a list of references when you write an essay. Use this link to see examples of how to reference (cite) any of the materials you are using.
- > **Resources by topic**  
[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Search** > **Resources by topic**  
Selected Internet resources: dictionaries, government websites, book reviews, and much more!
- > **Exam papers**  
[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Search** > **Resources by topic** > **Exam papers**  
Check for any past exam papers for your subject when you are preparing for exams.



### HELP IS JUST A CLICK AWAY

Getting assistance in person is the way most people like to operate but it's not always possible. Use the Library's online help option to Email a Librarian and get a reply, usually within one working day.

To get the most out of online help:

- > Don't forget to tell the Librarian where you are located.
- > Try to provide as much detail as possible. For example it is useful to know what databases you might have already tried, or the keywords that you've used. The more information you provide, the better we can assist you.

[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Direct Links** > **Email a Librarian**



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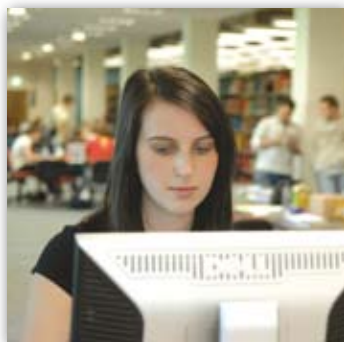
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## DON'T DRIVE TO WOLLONGONG - USE THE LIBRARY'S INTERCAMPUS DOCUMENT DELIVERY

If you really want to impress your lecturers and read more widely, look beyond your local collections and subject readings and access the books held in the Library at the Wollongong Campus. The Intercampus Document Delivery (ICDD) service is available to clients at South Coast, Southern Highlands and Loftus locations. You can request:

- > books from the Wollongong Campus
- > articles from print journal collections
- > chapters from books

To submit an ICDD request, look for the **Document Delivery** link on the Library homepage. Ensure you follow the link to **Services for students and staff at other locations**. Enter your family name and barcode number (the long number below your barcode on your student card). When you submit your ICDD request ensure you enter the correct details for the item you want – you can get the exact details from the Library Catalogue.



To take full advantage of ICDD:

- > Submit your requests early and allow a few days for delivery of the books to your local library.
- > Check the Catalogue to make sure that the items are not held at your local library - you can only request items from the Wollongong Campus Library if they are not held at your local library.
- > Remember: all undergraduate students are limited to a maximum of 15 loans at any one time, including ICDD loans
- > To avoid delays in processing your request make sure you fill in all the details and advise us of your location in the 'additional information' section.

[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Direct links** > **Document Delivery** > **Services for Students and Staff at other locations (Intercampus Document Delivery)**

## E-RESOURCES

The Library works with your subject coordinators to provide essential materials listed in your subject outlines. These materials are either in your local library collection or made available through the Library's electronic readings (e-readings) service. Click on the **Catalogue** link via the Library homepage to search for your e-readings by subject code. Click on the titles, enter your username and password and do your reading from your computer in the comfort of your own home.

[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Search** > **Catalogue: books, journal titles, e-readings, short loans and more**

With access to over 50,000 electronic journals, articles on every conceivable topic are just a click and a keyword search away! Fulltext articles can be downloaded or printed directly. Just select the **Databases** link on the Library homepage to begin your search. If the full text of the article you want is not available electronically, remember that you can request articles from print/hard-copy journals held at the Wollongong Campus Library.  
[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Search** > **Databases: journal articles and more**

From the Library homepage, you can also access a wide range of high-quality web resources selected by Faculty Librarians and arranged by faculty, course or topic. Information is always available - all you need to do is ask.  
[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Search** > **Resources for Assignments or Resources by topic**

## TAKE A LOOK AT A 21ST CENTURY BOOK

Many publishers now provide access to electronic books (e-books), which the Library subscribes to, to complement the printed versions. E-books offer an alternative way of accessing reading materials, without having to visit a physical library. The Library has a collection of over 7,500 electronic books, many of which have been purchased with your subjects in mind. You'll find e-books on a wide range of topics including literature, society, management and health.

E-books can be browsed via the **Catalogue** link on the Library homepage. Search using **Search Guru** and refine by format (EBOOK).

If you want to know more about how they work, look under **Resources by topic**.



## GET HELP IN PERSON

Your local library is our partner in providing you with friendly, professional assistance. Local library staff will assist you in finding information for essays or assignments, locating relevant journal articles and databases, or requesting resources from the Wollongong Campus Library. They also provide a wealth of local area knowledge. Get to know your local library staff and the services available and you'll find you're never at a loss during your years of study.

## AFTER HOUR ACCESS/RETURNS

Be sure to note your home library's opening hours – listed on the back page of this newsletter. This may assist you returning items on time. You may also find it useful to obtain a PIN number or access card to use the Access Centre/ Education Centres after hours. The high speed connections at the Access Centre/Education Centres will probably save you time.

## FINES

Don't waste your money on Library fines by not returning your resources on time. You can now renew your items twice, as long as they are not overdue or haven't been requested by another client. Fines are charged at a minimum rate of \$1.00 per day per item, with charges varying for some loan items (e.g. Short Loans).



The screenshot shows the University of Wollongong Library website. The user is logged in as 'STUDENT' as 'Rover, Rebecca'. The page displays a 'Patron Record for Rover, Rebecca' with the following information:

- you currently have;
- 1 Item currently checked out
- 0 requests (holds).
- \$5.00 in unpaid fines and bills

Below this information is a table titled '3 ITEMS CHECKED OUT' with the following data:

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
☑	Hard times / Dickens, Charles	30009033738381	DUE 18-02-08	823.8/D1C/2
☑	Ceils / Bern, Michael	30009033817901	DUE 18-02-08	574.87/46

## TIPS FOR GETTING THE RESOURCES YOU NEED

- > Check out the link to **Resources for Assignments** on the Library homepage for tips on how to get started.
- > If an item is on loan, put a hold (or reservation) on the item so that you'll be the next person to get the item when it is returned. Remember, by placing a hold the current borrower can't renew the item. Contact local Library staff if you need help placing a hold.
- > If an item is very popular and you are having trouble accessing it, ask us to change it to either Short Loans (available for overnight loans) or one-week loan. One-week loans make an item available to a greater number of people.
- > Use Search Guru to find books on your topic, start by using broad keywords and use the refining tools on the results page to narrow the results down to relevant items. Ask for help if you still don't find what you are looking for.
- > When searching the databases for journal articles consider limiting your search to academic/scholarly or peer reviewed journals. This will help to ensure your research is of a higher academic standard.

## LEARNING AT YOUR OWN PACE

Want to learn more about finding and using information? The Library has developed a range of online tutorials to help improve your information research skills. Tutorials include Evaluating websites, Finding journal articles, Legal research, Research Edge, and EndNote. All tutorials are arranged in modules so you can work through topics at your own pace.

[www.library.uow.edu.au](http://www.library.uow.edu.au) > **Help** >

**Teach yourself: online tutorials**



## ADDING TO YOUR LOCAL COLLECTION: ALL YOU NEED TO DO IS ASK

We want to ensure that your local library collection contains the key resources to support your studies. Tell us if additional resources are required, or if you discover useful resources through your own reading. We will purchase all requested items provided they are relevant to the subjects being taught at each location. Complete the Suggestion for Purchase form online at:

[www.library.uow.edu.au/buy/index.html](http://www.library.uow.edu.au/buy/index.html)

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## 2009 OPENING HOURS

NOTE: opening hours may vary during Summer Session, session breaks and on public holidays.



### SHOALHAVEN CAMPUS LIBRARY

George Evans Road  
West Nowra NSW 2541  
Phone: 02 4448 0810

Web: <http://uow.libguides.com/shoalhaven>

Monday - Thursday 9.30am - 6.00pm  
Friday 9.30am - 3.00pm  
Saturday and Sunday CLOSED

### MOSS VALE CAMPUS LIBRARY

TAFE NSW - Illawarra Institute  
Kirkham Street  
Moss Vale NSW 2577  
Phone: 02 4868 0121

Web: <http://uow.libguides.com/mossvale>

Monday – Thursday 9.00am - 7.00pm  
Friday 9.00am - 1.00pm



### BATEMANS BAY COMMUNITY LIBRARY

Hanging Rock Place  
Batehaven NSW 2536  
Phone: 02 4472 5850

Web: <http://uow.libguides.com/batemansbay>

Monday – Wednesday 10.00am - 5.00pm  
Thursday 10.00am - 6.00pm  
Friday 10.00am - 5.00pm  
Saturday 9.30am - 2.00pm

### BEGA VALLEY SHIRE LIBRARY

Civic Centre  
Zingel Place  
Bega NSW 2550  
Phone: 02 6499 2127

Web: <http://uow.libguides.com/bega>

Monday – Friday 9.30am - 5.30pm  
Saturday 9.00am - 12.00pm



### LOFTUS CAMPUS LIBRARY

TAFE NSW - Sydney Institute  
Sutherland College  
Block B, Rawson Avenue,  
Loftus NSW 2232  
Phone: 02 9710 5834

Web: <http://uow.libguides.com/loftus>

Monday – Thursday 8.45am - 8.00pm  
Friday 8.45am - 6.00pm