



## LIBRARY GUIDE 2017

With a network of libraries across each campus we provide access to experienced support staff and an extensive collection of resources.

### Discovery Catalogue

Our Discovery catalogue searches the Library collection, and across multiple databases, giving you access to physical and online resources such as eBooks, journal articles, videos and more, specific to your area of interest.

Discovery BHI [library.bhtafe.edu.au](http://library.bhtafe.edu.au)

Discovery CAE [library.bhtafe.edu.au/cae](http://library.bhtafe.edu.au/cae)

Off campus access: **Login with your user ID**

(your student ID) and password (your date of birth yyyyymmdd) to access online materials.

### Librarian Support

All our Librarians can provide support to assist you with your research. Find the Librarian with expertise specific to your area of study on our website or just ask us.

### Borrowing - Your Student Card is your Library card

You may borrow and return items at any campus library. Borrow up to 10 items or 15 items for degree students.

The CAVAL program allows borrowing from other TAFE and University Libraries; speak to staff for access to this option.

### LIBRARIES PROVIDE

- > Books
- > CDs and DVDs
- > Computers
- > eBooks
- > Electronic Resources
- > Journals & Magazines
- > LibGuides
- > Printing
- > Streaming Videos
- > Study Spaces
- > Wi-Fi

## Databases

Electronic journals, magazine articles, streaming videos, eBooks and more, accessible through the Discovery catalogue.

For direct access to individual databases, select the link on the Library home page.

## LibGuides

Online subject guides that provide information on current and key resources relevant to your subject area including books, articles, databases, websites, and assistance with referencing and bibliographies.

## Reserve Collection

The Reserve Collection contains items that are in heavy demand and are available for short term in-library use. eReserve items (electronic resources in high use) are accessed via the Discovery Catalogue.

## Placing Holds, Renewing & Returning

Place holds or renew loans in person, over the phone, by email or via the Discovery Catalogue.

To place a hold or renew a loan online you will need your student/staff ID and your PIN (the last four digits of your ID). Return or renew items by the due date to avoid fines.

## Computers, Printing & Copying

Wi-Fi and computers are available at all Libraries.

A3, A4, B&W and colour printing and copying are available at all Libraries.

Student ID cards are used to pay for printing and copying. Add credit to your card in the Library or via the StudentWeb portal.

## Disability Access

Please contact the library if you require assistance with accessing our facilities or resources.

## Library Hours

Libraries are staffed 8.30am-4.30pm Monday to Friday with the exception of Nelson 9am to 4.30pm Monday to Thursday.

Study Space hours are subject to change during term break.

## For more information

Contact us

[boxhill.edu.au/library](http://boxhill.edu.au/library)

[library@boxhill.edu.au](mailto:library@boxhill.edu.au)

[facebook.com/BHICAELibrary](https://facebook.com/BHICAELibrary)

## LIBRARY LOCATIONS

### Box Hill Campus Libraries

#### Elgar Library

465 Elgar Road  
Building 3, Level 2  
Box Hill 3128

Phone: 03 9286 9283

Study Space hours: Mon to Thu 7.30am-10pm, Fri 7.30am-6pm. Computer, internet and print accessible.

An after hours return chute is outside the Library on Level 2.

#### Nelson Library (Specialising in Arts, Design & Fashion)

853 Whitehorse Road,  
Building 1, G46  
Box Hill 3128

Phone: 9286 9281

Study Room (G47) hours: 7.30am – 9.00pm Monday to Thursday, 7.30am - 6.00pm Friday. Computer, Internet and print access.

#### Whitehorse Library (Specialising in Music)

1000 Whitehorse Road,  
Building 1, Ground Floor  
Box Hill 3128

Phone: 03 9286 9634

After-hours return chute is outside the Library (on Whitehorse Road)

### Lilydale Lakeside Campus Library

1 Jarlo Drive  
Building LA, 290  
Lilydale 3140

Phone: 8892 2520

### Melbourne City Campus (CAE) Library

Level 2, Building B, 253 Flinders Lane.  
Phone: 03 9652 0684