



LIBRARY GUIDE

Libraries are located across each campus to support the teaching and learning needs of students and staff. Visit the library to access an extensive collection of physical and online resources specific to your area of study. There are spaces for quiet study within each campus library. Computers are available for use, along with printing, scanning and copying facilities. The Libraries are all wireless enabled.

YOUR STUDENT ID CARD IS YOUR LIBRARY CARD

Borrow and return items at any campus library.
Borrow up to 15 items.

DISCOVERY CATALOGUE

Our Discovery catalogue searches both the physical collection, and online resources, including eBooks, journal articles, videos and more for your area of study.

Login with your Studentweb or Staff ID and password to access online materials.

Access our Discovery catalogue on and off campus at studentweb.bhtafe.edu.au/library

PLACING HOLDS, RENEWING & RETURNING

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

ACCESS RESOURCES AT THE LIBRARY

Online resources

- › eBooks
- › Australian Standards
- › Industry reports
- › Magazines and journals
- › LibGuides - Library guides
- › Newspapers and other publications
- › Streaming Videos

Physical resources

- › Books
- › Magazines and journals
- › English Language Kits
- › Music Scores
- › CDs and DVDs
- › Toys

Other Facilities and Services available

- › Computers
- › Course related software available at some campuses
- › Inter-Library Loans
- › Microsoft Office programs
- › Reciprocal borrowing
- › Powered ports for mobile devices
- › Print, copy and scan services
- › Study Spaces
- › Wi-Fi

LIBRARIANS ONLINE AND ON CAMPUS

We provide online and on campus assistance and sessions for individual students and for class groups

These include a general introduction to using the library in orientation sessions, and course-specific sessions covering research skills, using online library resources, and referencing.

DATABASES AND ELECTRONIC RESOURCES

Electronic resources such as eBooks, journals, magazines, videos and more are accessible via the **Databases** link on the **Library** homepage. The majority of these electronic resources can also be found using the Discovery catalogue.

LIBGUIDES

These **online guides** curated by our librarians, provide information on current and key resources relevant to your subject area. These include books, articles, databases, websites and assistance with referencing and bibliographies.

PRINT SERVICES

A3, A4, black and white and colour copying, printing, and scanning available at all libraries.

Printing credit is automatically added to your student account.

Print online via the Printing link on StudentWeb

DISABILITY ACCESS

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

LIBRARY TIPS

Visit our **library** webpage where you can find out more about:

- › Frequently Asked Questions
- › Interactive Library Skills Toolkit
- › Library Guide for New Users of the Library
- › Research Skills

LIBRARY HOURS AND LOCATIONS

Library Staff are available 8.30am-4.30pm Monday to Friday except public holidays.

Library and Study Space hours are subject to change. Please check our website for current hours.

Box Hill Elgar

Building B3, Level 2, Rm B3.201
465 Elgar Road

Phone: 9286 9283

- › Study Space available after hours – see website
- › Return chute located outside of library

Box Hill Nelson

Building B10, Rm G046
853 Whitehorse Road

Phone: 9286 9281

- › Study Space, Rm G050 available after hours – see website
- › Returns box located inside Study Space

City CAE CBD

Building C1, Level 2, Rm C1.222
253 Flinders Lane

Phone: 8892 1684

- › Study Space C1.223 available after hours – see website
- › Returns box located outside of library

Lilydale Lakeside

Building L5, Level 1, Rm 113
1 Jarlo Drive

Phone: 8892 2520

- › Study space – available during business hours
- › Returns box located outside of library

Postal Address

Private Bag 2014, Box Hill, Victoria 3128

GET IN TOUCH WITH THE LIBRARY TODAY:

library@boxhill.edu.au

studentweb.bhtafe.edu.au/library

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

