



# LIBRARY GUIDE

With a network of libraries across each campus, the library supports 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; receive professional advice and support from qualified staff; use the quiet and collaborative study spaces; or use the computer and print facilities.

## YOUR STUDENT ID CARD IS YOUR LIBRARY CARD

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

## DISCOVERY CATALOGUE

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

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

Discovery BHI on and off campus access:  
[studentweb.bhtafe.edu.au/library](http://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

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

### Physical resources

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

### Other Facilities and Services available

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

## LIBRARIANS ONLINE AND ON CAMPUS

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We provide online or on campus sessions for teaching staff and students. This includes a general introduction to using the library in orientation sessions.

Subject specific library related sessions can be provided; covering research skills, using the library online resources and referencing.

## DATABASES AND ELECTRONIC RESOURCES

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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

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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

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

Student ID cards are used to pay for printing and copying. Add credit to your Student ID card via the StudentWeb Printing link.

## DISABILITY ACCESS

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

## LIBRARY TIPS

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

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

## LIBRARY HOURS AND LOCATIONS

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Please check our **website** for current hours.

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

Library and Study Space hours are subject to change.

### Box Hill Elgar

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

Phone: 9286 9283

- › Study Space, available after hours – see website
- › Study Room B3.219 – available during business hours
- › 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**