



LIBRARY GUIDE 2018

Box Hill Institute Libraries:

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 resources as well as online resources such as eBooks, journal articles, videos and more, specific to your area of interest.

Discovery BHI library.bhtafe.edu.au

Discovery CAE 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

With a diverse collection of electronic journals and magazine articles, streaming videos, eBooks and more, most are accessible through the Discovery catalogue.

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

LibGuides

These online guides 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 printing link.

Disability Access

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

LIBRARY HOURS & LOCATIONS

Library Hours

All libraries are staffed 8.30am-4.30pm Monday to Friday with the exception of Lilydale 8.30am-4.10pm Tuesday to Thursday. Hours are subject to change during term break. Please check our website for current hours.

Box Hill Campus Libraries

Elgar Library

465 Elgar Road
Building 3, Level 2
Box Hill 3128

Phone: 9286 9283

Study Space hours: Mon to Thu 7.30am-10pm,
Fri 7.30am-6pm. Computer, Internet and print access available.

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

Nelson Library (Specialising in Arts, Design, Fashion, Music & ICT)

853 Whitehorse Road,
Building 1, G46
Box Hill 3128

Phone: 9286 9281

Study Room (G47) hours: Mon to Thu 7.30am-9pm,
Fri 7.30am-6pm.

Computer, Internet and print access available.

City Campus (CAE) Library

253 Flinders Lane,
Building B, Level 2, B2.32 & B2.33
Melbourne 3000

Phone: 8892 1684

Study Space hours: Mon to Thu 7.30am-8pm,
Fri 7.30am-4.30pm, Sat 9.30am-1.30pm,
Sun 9.30am-12.30pm.

Computer, Internet and print access available.

Lilydale Lakeside Campus Library

1 Jarlo Drive
Building LA, Level 2, 290
Lilydale 3140

Phone: 8892 2520

For more information:

Contact us:

boxhill.edu.au/library

library@boxhill.edu.au

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