

# Library Guide

## CATALOGUE

- ◆ CHC Library uses the UNILINC library network running ALEPH as its library management system.
- ◆ OPAC is easy to access and user-friendly. Just follow the instructions on the screen as you search by Author, Title, Subject or Key Word.

## LOANS

### Loan limits

Client Category	Loans			
	Total	2 week	1 week	LUO
Full time students	12	up to 12	up to 4	2
Part time students	8	up to 8	up to 4	2
Distance education students	8	up to 8	up to 4	n/a
Masters' level students	20	up to 20	up to 4	2
Faculty/Sessional lecturers	.....	.....	.....	.....
Other CHC/SOM staff	5	5	n/a	n/a
Other COC/COCB Staff	3	3	n/a	n/a
External borrowers	5	5	n/a	2

### Loan extensions

- ◆ Courtesy notices will be automatically sent by email prior to the due date for each loan.
- ◆ You may renew your loans online or by phone on 07 3347 7908 or at [circulation@chc.edu.au](mailto:circulation@chc.edu.au).
- ◆ Two renewals are generally allowed, unless another person requests an item you have borrowed.
- ◆ Loans for practicums and internships are available upon request at the discretion of the Library staff.

### General loans

- ◆ Length of loan: 2 weeks
- ◆ Fine rate for overdues: \$0.20 per resource per day.

## High usage loans

- ◆ High-demand resources, including recommended readings, are placed on restricted loan, indicated by a yellow sticker on the spine.
- ◆ Please treat these books as a top priority, and return them promptly, so that other students do not miss out.
- ◆ High usage loans are subject to recall at the discretion of the librarians, depending on demand.
- ◆ Length of loan: 1 week.
- ◆ Fine rate for overdues: \$0.30 per resource per day.

## Library use only loans

- ◆ These are prescribed texts and may be obtained from library staff at the circulation desk.
- ◆ Length of loan: 2 hours at a time.
- ◆ Overnight loans may be negotiated with library staff.
- ◆ Fine rate for overdues: \$0.30 per resource per hour.

## Distance education students

- ◆ Extra loan time is allowed for mailing to distance students.
- ◆ The library mails items free of charge on the understanding that the student bears the cost of their safe and prompt return.
- ◆ Students may set an upper limit on the cost of postage (e.g. request that only books up to a postage value of \$5 be sent).
- ◆ Students doing their courses in a mixed-mode capacity – that is, some subjects internal and some distance are regarded as on-campus students for library loans.

## Overdue, lost or damaged resources

- ◆ Students are responsible for the resources borrowed under their name.
- ◆ Any resources overdue, lost or damaged are the financial responsibility of the student in whose name the resources are borrowed. Resources should not be passed from student to student.
- ◆ Overdue notices will be generated automatically and emailed to students. After two notices have been issued, a lost notice will be sent.
- ◆ Onus is on the students to keep track of their borrowing records.
- ◆ ***Please be aware that CHC has a policy of withholding results while students have unpaid fees or fines or overdue resources.***

## Suspension of Library borrowing rights

- ◆ Students' borrowing rights may be suspended if they accrue fines over \$15 or have been issued with a second overdue notice.

- ◆ Borrowing rights will be reinstated when the outstanding loans are returned or fines paid.

## **Reservations**

- ◆ If a particular resource is not immediately available, a reservation can be made for that item.
- ◆ Reservations are organised in order of request, and notification is forwarded to the next person on the list as soon as a copy of the resource becomes available.

## **PHOTOCOPIERS**

- ◆ Cost is 10c per A4 copy, 20c per A3 copy.
- ◆ Students require their student server username and password to access the copiers.
- ◆ Photocopiers are multifunctional and can be used for copying, printing or scanning for emailing.
- ◆ Photocopying material that is unauthorised or infringes copyright can be an expensive mistake so please check the regulations posted near the copiers.

## **EXPECTED CODE OF CONDUCT**

- ◆ All bags brought into the library must be left on the bag racks provided next to the entrance.
- ◆ Please keep noise levels to a minimum to avoid causing distraction to other students using the library.
- ◆ If students have had two warnings from library staff about misconduct and still persist, they will be asked to leave the library and be suspended for the rest of the day.

## **AUDIO-VISUAL ROOM**

- ◆ This room contains AV equipment and videos/DVDs with TV and VCR/DVD facilities.
- ◆ AV equipment is available for on-campus use and should be booked and checked out through the circulation desk. Off-campus and overnight loans can be negotiated with library staff.

## **STUDY AREAS**

- ◆ Tables for group work are located in the curriculum area and in the AV room.
- ◆ Study carrels with access to power points are available for individual study.

## **COMPUTER FACILITIES**

- ◆ A computer room is available with 10 workstations.
- ◆ Students require their student server username and password to access the network on these computers.
- ◆ All computers have access to the library catalogue, the network photocopiers/printers and

internet.

- ◆ Students have been allocated 100Mb of storage space on the server and are advised to save their documents there, or to their own USB drive, CD or floppy disc, not to the desktop.
- ◆ Free wireless internet access is available.
- ◆ Computers are also located just outside the computer room for quick catalogue searches.
- ◆ Students are expected to maintain the following ethical and professional standards when using college computers:
  - ◆ Illegal copying of copyright software is prohibited;
  - ◆ No illegally copied software is to be used on any of the college computers. Any student found illegally using or copying software will be banned from using the college facilities for a period of at least six months and will be placed on notice that, should a subsequent occurrence be proved, they will automatically be excluded from the college under terms and conditions determined by the College Principal and staff.

## **JOURNALS**

- ◆ The College subscribes to the following collections of online journals databases: Academic OneFile, Informit and ProQuest Religion.
- ◆ Access to these is via the library page on the CHC website. Your student network username and password is required to enter the databases. If you do not know your password, contact [resources@chc.edu.au](mailto:resources@chc.edu.au).