

SECTION 6

LIBRARY

INFORMATION

6.1 LIBRARY GENERAL INFORMATION

Victoria University has 11 campus libraries/learning commons that have a range of facilities and opening times. Access to all of the Library resources outlined in this booklet are available within the campus libraries and online (via the Library website, see 6.3).

Assistance is provided at Service Desks or by phone 03 9919 4266 during open hours. An online query service **Ask a Librarian** is also available for any questions or difficulties you may have while using our online resources.

Library recommendations for minimum hardware and software for accessing resources:

- Microsoft Internet Explorer 7.0 or above - free download at: <http://www.microsoft.com>
- Mozilla Firefox 2.0 or above - free download at: <http://www.mozilla.com>.
- Adobe Acrobat Reader 8.0 or above - free download at: <http://www.adobe.com>

6.2 LIBRARY PC BOOKING

All Library PCs currently employ the MyPC booking system that controls the session lengths and give users an opportunity to book PCs in advance. Book a PC from the link on the right had side of the Library homepage.



Use MyPC booking system to:

- book a computer for **up to 2 hours** and up to **7 days in advance**
- make **walk up bookings** to any PC for immediate use, provided the computer hasn't been already booked (PCs that have been booked will have a message like "Reserved for s3234567")
- **pre-book a PC** from any computer or Smart Phone with internet access (with your **Active Directory (AD) Username and Password**).



Important information:

- **save your work regularly** to an external device (e.g. a USB key)
- you will receive a **warning message** at 10, 5 and 3 minutes before your session ends
- the PC will **automatically log you off** and reboot at the sessions end
- if you leave the computer **unattended for 30 minutes**, the PC will automatically log you off and reboot.

6.3 LIBRARY WEBSITE – WWW.VU.EDU.AU/LIBRARY

The screenshot shows the Victoria University Library website. At the top, there is a navigation bar with links for 'About VU', 'Future Students', 'Current Students', 'International', 'Research', 'Library', 'Teaching and Learning', 'Courses', and 'Faculties and TAFE'. The main content area features a large search box with the text 'Search the Library for books, articles, videos & more'. Below the search box are links for 'Classic Catalogue', 'E-Books', 'E-Journals by Title', 'Online Video Search', 'E-Reserve', and 'Exams'. There are also sections for 'Information Resources' (Databases & E-Journals, Search Other Libraries, Subject Guides, Information for Researchers, Search Engines, Referencing & Styles) and 'Services' (Library Information & Services, Library Hours & Locations, Library Staff & Contacts, Ask for Help, Web Access, Off-Campus Access). The left sidebar contains 'Feedback' and 'Information for All Library Clients' links. The right sidebar contains 'NEWS & EVENTS', 'WIRELESS PRINTING', 'ITS:MyPC', and 'CONTACT US' information.

The Library website offers access to the Library's services and resources including:

- **Library Search** provides access to books/E-Books, journal article and multimedia through one search box
- **Catalogue** (and other Victorian universities and TAFE/VE library catalogues)
- Access to Databases and E-Journals
- Access to E-Books, E-Reserve and Online Videos
- Access to past **Exam papers**
- Book a Library PC
- Information about campus library hours, library contacts and services
- **Subject Guides** (by Faculty with electronic resources and useful websites)
- **Web Reference Resources** (e.g. dictionaries, handbooks, encyclopaedias, careers, newspapers, theses links).
- **Ask a Librarian** (online help service available to all Victoria University patrons)
- **BONUS+** allows all staff and students of VU to request, free-of-charge, selected library materials from other university libraries within Australia
- **Document Request System** – article requests and loan items from other libraries and institutions.

6.4 VU LIBRARY CATALOGUE

The Library catalogue provides access to the resources of all campus libraries. Select **Classic Catalogue** to search the catalogue. Alternatively, you can find resources using the following links:

- Select **E-Books** to search for electronic books available online
- Select **E-Journals by Title** to search for journals in electronic format
- Select **Online Video Search** to search for online video materials
- Select **E-Reserve** to view Electronic Reserve course readings
- Select **Exams** to view past Exam papers electronically
- Select **Databases & E-Journals** to search for journal articles by topic within a database
- Select **Search Other Libraries** to search catalogues from the National Library of Australia, as well as various university, TAFE and public libraries.

6.4.1 MY LIBRARY

'My Library' is your library record:

- Select 'Login to My Library'
- View the Items you currently have checked out and the due dates
- Renew your own loans (as long as someone else hasn't put a hold on it or they aren't 1, 3 or 7 day loan items)
- Place and check your **Requests** (holds) (see if an item is waiting for you to pick up)
- Check AV items booked by you for future use
- Review (and export) your personally managed lists - **My Lists**
- Activate and review **My Reading History**

To do these functions you need to select 'Login to My Library' with your **VU Staff/Student ID** and **Library PIN** (See below 6.4.2 – LIBRARY PINs)

More information: <http://w2.vu.edu.au/library/cathelp/>.

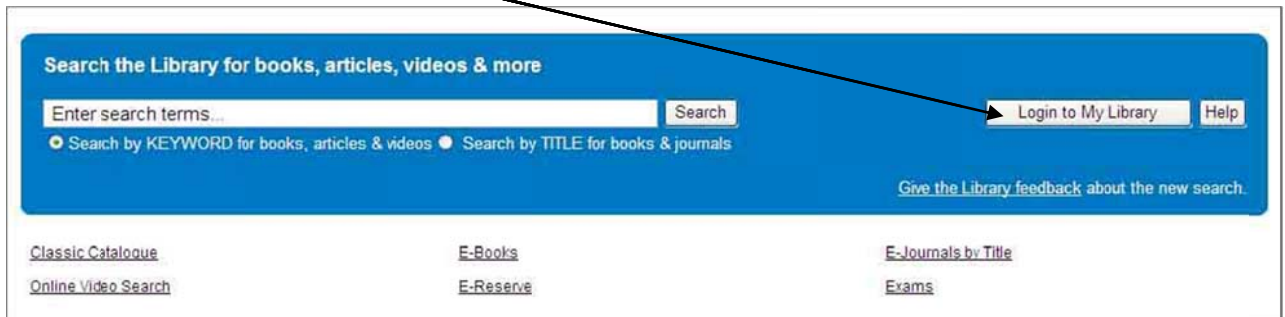
6.4.2 LIBRARY PINs

A **PIN** is a **Personal Identification Number** used to secure your library record called '**My Library**' so it **cannot** be accessed by unauthorised person(s). **Important:** Use Numbers only. A **PIN** should consist of between 4 and 8 digits.

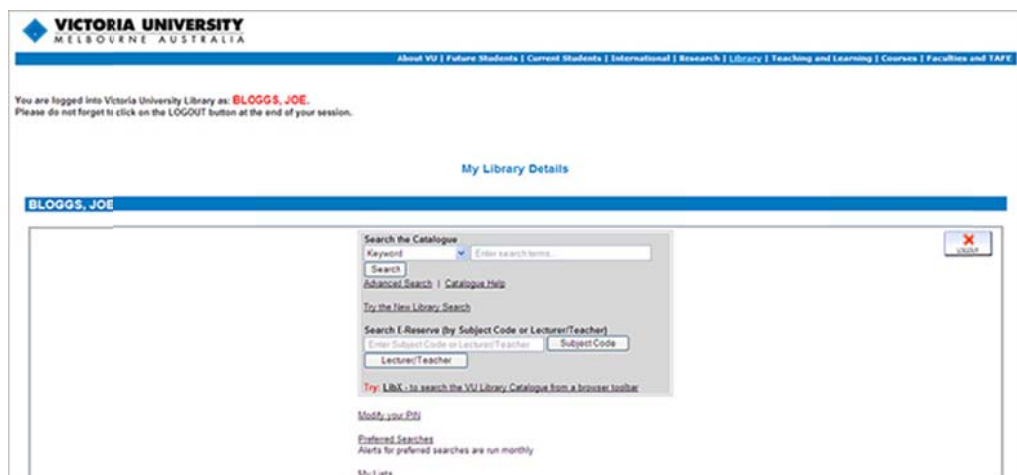
How do I know what my PIN is?

The Library sets your default PIN as your date-of-birth (in ddmmyyy format). You can change it at any time:

1. Select Login to My Library.



2. Select Modify your PIN



The following screen will appear.




3. When you have entered your new PIN – the screen will display “Your PIN has been modified.”

4. Click on  when finished.

When do I need to use my PIN?

- To access Databases and E-Journals off-campus (occasionally on campus)
- To access past Exam papers
- To access E-Books
- To access Online Videos
- To access documents scanned by the Library (e.g. E-Reserve material or past Exam papers)
- To borrow resources, renew loans and check holds.

What if I forget my PIN?

- It is possible to reset your PIN via the catalogue. Select **Login to My Library** and click on the  button. The **Reset My Library PIN** screen will appear. Follow the instructions on the page. An automated email will be sent out to you (there may be a small delay), which prompts you to reset your PIN.
- PINs can also be reset by library staff at a library Service Desk on presentation of appropriate ID. Alternatively, you can contact the Library via **Ask for Help** (see section 6.1.1) to have your PIN reset. When the PIN has been reset, use **Login to My Library** on the Library homepage to enter a new one.
- Activate and review your **My Reading History**.

6.5 E-RESERVE: ELECTRONIC ACCESS TO COURSE READINGS

E-Reserve is a service provided by the Library in order to allow you to have electronic access to course readings such as articles and lecture notes. E-Reserve materials can be retrieved and printed at any VU campus library or computer facility.

For off-campus access you will need a computer and software that meets the required specifications:

- Microsoft Internet Explorer 7.0 or above - free download at: <http://www.microsoft.com>
- Mozilla Firefox 2.0 or above - free download at: <http://www.mozilla.com>.
- Adobe Acrobat Reader 8.0 or above - free download at: <http://www.adobe.com>

You will also need to know your **VU Staff/Student ID Number** and your **Library PIN**.

6.5.1 TO ACCESS E-RESERVE

1. Go to the Library homepage: WWW.VU.EDU.AU/LIBRARY and select **E-Reserve**
2. Search by your **Subject Code** or by **Lecturer/Teacher Name**, e.g. the subject code "ACY1001" (shown below).

The screenshot shows the Victoria University Melbourne Australia website. At the top, there is a navigation bar with links: About VU | Future Students | Current Students | International | Research | Library | Teaching and Learning | Courses | Faculties and TAFE. Below this is the "e-Reserve Search" section. It includes a description: "e-Reserve is a Library service which allows you to access to course readings, such as prescribed texts, articles and lecture notes. Materials can be retrieved and printed from any of Victoria University's campus Libraries." There are two search boxes: "Search by Subject Code" and "Search by Lecturer/Teacher". Below the search boxes is a link: "To view multiple e-Reserve items [Login to My Library](#)". At the bottom, there is an "e-Reserve Access" section with the text: "To access eReserve articles you will need login when prompted with your:" followed by a list: "• Student ID" and "• Library PIN (4-6 digit number you use to borrow books)".

2. When you have located the list of articles or readings available for the subject you require - click the **FULL-TEXT ONLINE** link of the article you need.

The screenshot shows the search results page for the subject code "ACY1001". At the top, there is a navigation bar with links: About VU | Future Students | Current Students | International | Research | Library | Teaching and Learning | Courses | Faculties and TAFE. Below this is a search bar with "SUBJECT code" selected and "acy1001" entered. There are buttons for "New Search", "Return to Browser", and "Another Search". Below the search bar is a "Search" button. Below the search bar is a "Record: [Prev](#) [Next](#)" link. Below the search bar is a table with the following columns: "Lecturer", "Course", "Materials for this course", "Title", "Author", and "Call #". The table contains the following rows:

Lecturer	Course	Materials for this course	Title	Author	Call #
Adams, Paul STA Campus	ACY1001 STA Campus	FULL-TEXT ONLINE ACY1001 - Unit guide - 2010	FULL-TEXT ONLINE ACY1001 - Unit guide - 2010	Victoria University (Melbourne, Vic.)	Electronic Reserves -- AVAILABLE
		FULL-TEXT ONLINE ACY1001 - Unit Outline - 2010	FULL-TEXT ONLINE ACY1001 - Unit Outline - 2010	Victoria University (Melbourne, Vic.)	Electronic Reserves -- AVAILABLE
		Communicating with external publics: managing public opinion and behavior.		Ristino, Robert J.	Electronic Reserves -- AVAILABLE

3. You will be prompted for your login details: enter your **VU Staff/Student ID** and **Library PIN**.

The screenshot shows the "E-Resources / 'My Library' Login Point" page. It includes the text: "Please enter the following information:". Below this is a form with the following fields: "ID Number:" with a text input field and a note: "Key in Vic Uni ID Number or, if non Vic Uni, use barcode"; "Key in your PIN:" with a text input field and a note: "Use NUMBERS only - first time users the default PIN is date-of-birth ddmmyyy". There is a "Submit" button and a "Forgot Your PIN?" link. At the bottom, there is a "PLEASE NOTE" box with the text: "Please ensure that you LOGOUT once you have completed your session."

6.5.2 LOGIN TO E-RESERVE USING 'MY LIBRARY'

If you would like to view multiple articles without having to login again:

1. Select 'Login to My Library'.
2. Login using your VU Staff/Student ID and Library PIN.
3. From within your 'My Library', use the **Search E-Reserve by Subject Code** or the **Lecturer/Teacher** search box.
4. You can now view a number of articles and readings without having to login for each item.

6.6 DATABASES AND E-JOURNALS

Databases allow you to search for and access articles from journals. Some provide the full-text of the article, whilst others are abstract or citation only – that is providing you with the reference details to the journal article (e.g. journal title, journal volume, issue, page numbers, etc.)

From the Library homepage: WWW.VU.EDU.AU/LIBRARY and select **Databases and E-Journals**

The screenshot shows the 'E-Resources (Databases & E-Journals)' page on the Victoria University website. The page features a navigation bar with links to 'About VU', 'Future Students', 'Current Students', 'International', 'Research', 'Library', 'Teaching and Learning', 'Courses', and 'Faculties and TAFE'. The main content area is divided into several sections:

- Search for Articles or Papers by Topic within a Database:** Includes an 'Alphabetical List of Database Titles' with a grid of letters (A-Z) and a link to 'All Titles'. It also has a 'Trials' section with a link to 'Trials'.
- Access Databases arranged by Subject:** Features a dropdown menu labeled '< Please Select a Subject >' and a 'Search for a Database by Name' section with a text input field and a 'Search' button.
- Locate Specific Journals and E-Books:** Contains 'Search for E-Journals by Title' with a link to 'E-Journals by Title', and 'Search for E-Books by Title or Keyword' with a link to 'E-Books'.
- Other Services:** Includes 'News & Features' with a link to 'Spotlight on E-Resources' and 'Help & Support' with links to 'Access Problems Troubleshooting', 'Database Guides', 'Database Search Tips', and 'WebBridge'.

At the bottom, there is a red banner for 'Appropriate Use' with 'General Guidelines' and 'Specific Terms' regarding electronic services.

Databases can be selected in the following ways:

- **Alphabetical List of Database Titles** – if you know the name of the database you wish to search, click on the appropriate letter in the alphabetical listing and select the database you require.
- **Databases Arranged by Subject** – select subject area from the drop-down list and select the most appropriate database for your search (you can find additional information about a database by clicking on **Full Details**).
- **Search for a Database by Name** – type in a name and click on the **Search** button.

You will be asked to login to E-Resources off-campus with your **VU Staff/Student ID** number and **Library PIN**

Please Note: E-Journals can be also accessed (via the Library homepage) directly via the **Classic Catalogue**, the **New Library Search**, or by clicking the **E-Journals by Title** link where you can search by Title or ISSN.

6.7 E-BOOKS

The Library offers access to a number of electronic book (E-Book) titles. These are available from six main E-Book suppliers: Books@OVID, EBL (E Book Library), James Bennett E-Titles, Engineering Village (Referex), SourceOECD and Springer E-Books.

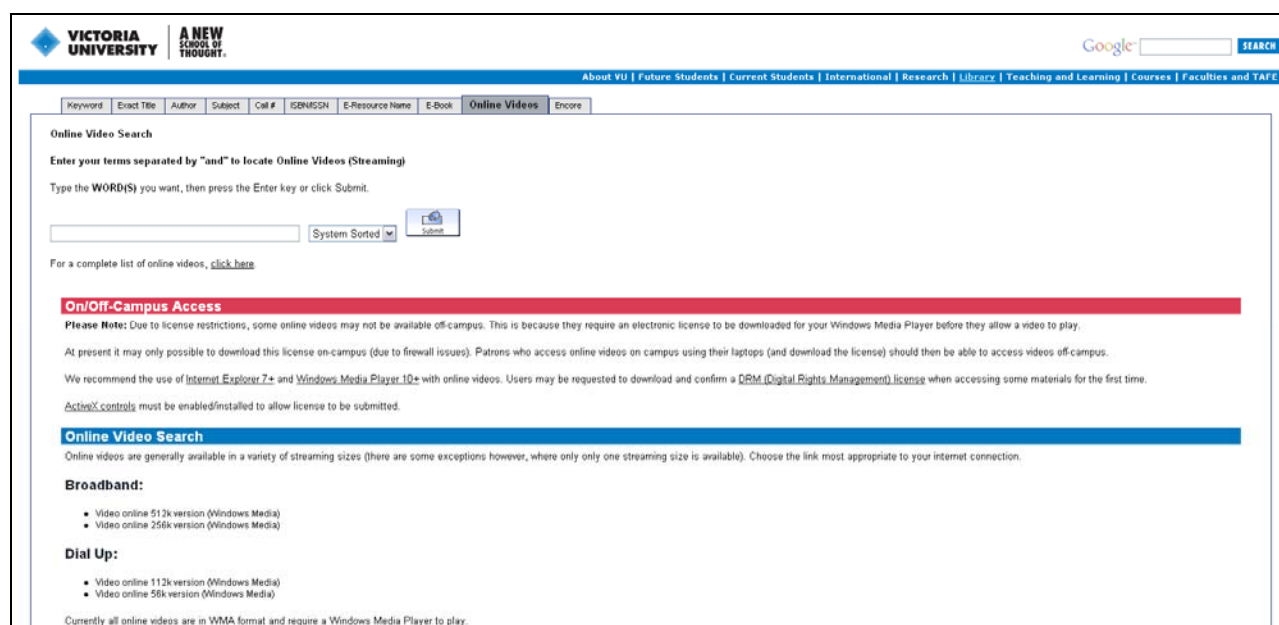
E-Book titles are included in the catalogue like any other book - instead of a call number they usually have a link, enabling you to connect to them. You can search by keyword, author or title like a print book.

The different suppliers have slightly different ways of helping you navigate through your selected title, follow the instructions provided. Instructional guides are linked to most E-Book titles and contain information on accessing titles and printing restrictions (where applicable).

You will be asked to login to access E-Books using your **VU Staff/Student ID number** and **Library PIN**.

6.8 ONLINE VIDEOS

From the Library homepage: WWW.VU.EDU.AU/LIBRARY and select **Online Video Search**



VICTORIA UNIVERSITY A NEW STAGE OF THOUGHT.

Google

About VU | Future Students | Current Students | International | Research | Library | Teaching and Learning | Courses | Faculties and TAFE

Keyword Exact Title Author Subject Call # ISBN/ISSN E-Resource Name E-Book **Online Videos** Encore

Online Video Search

Enter your terms separated by "and" to locate Online Videos (Streaming)

Type the WORD(S) you want, then press the Enter key or click Submit.

System Sorted

For a complete list of online videos, [click here](#)

On/Off-Campus Access

Please Note: Due to license restrictions, some online videos may not be available off-campus. This is because they require an electronic license to be downloaded for your Windows Media Player before they allow a video to play.

At present it may only possible to download this license on-campus (due to firewall issues). Patrons who access online videos on campus using their laptops (and download the license) should then be able to access videos off-campus.

We recommend the use of [Internet Explorer 7+](#) and [Windows Media Player 10+](#) with online videos. Users may be requested to download and confirm a [DRM \(Digital Rights Management\) license](#) when accessing some materials for the first time.

[ActiveX controls](#) must be enabled/installed to allow license to be submitted.

Online Video Search

Online videos are generally available in a variety of streaming sizes (there are some exceptions however, where only one streaming size is available). Choose the link most appropriate to your internet connection.

Broadband:

- Video online 512k version (Windows Media)
- Video online 256k version (Windows Media)

Dial Up:

- Video online 112k version (Windows Media)
- Video online 56k version (Windows Media)

Currently all online videos are in WMA format and require a Windows Media Player to play.

1. Type in your keywords and press enter
2. Select a title from the results list
3. You will be asked for your **VU Staff/Student ID and Library PIN** to login to videos off-campus
4. Type in your **VU Student/Staff ID and Library PIN**

On/Off-Campus Access:

Please Note: Due to license restrictions, some online videos may not be available off-campus. This is because they require an electronic license to be downloaded for your Windows Media Player before they allow a video to play.

At present is only possible to download this license on campus (due to firewall issues). Patrons who access online videos on-campus using their laptops (and download the license) should then be able to access videos off-campus.

We recommend the use of **Internet Explorer 7+** and **Windows Media Player 10+** with online videos. Users may be requested to download and confirm a **DRM (Digital Rights Management) license** when accessing some materials for the first time.

ActiveX controls must be enabled/installed to allow license to be submitted. Online videos are generally available in a variety of streaming sizes (occasionally only one streaming size is available). Currently all streaming videos are in **WMA format** and require a **Windows Media Player** to play.

6.9 ELECTRONIC RESOURCES GUIDES

From the Library homepage: WWW.VU.EDU.AU/LIBRARY, select **Subject Guides** to access:

- **Subject Guides:** a collection of subject-specific (faculty) guides compiled by Librarians that provides access to useful websites, databases and electronic resources.
- **Web Reference Resources:** a collection of electronic reference tools, including style guides, statistics, dictionaries, encyclopaedias, government information and more.

<p>Index</p> <ul style="list-style-type: none"> • Arts, Education & Human Development • Business & Law • Health, Engineering & Science • Technical & Trades Innovation • VU College • Workforce Development <p>Links</p> <ul style="list-style-type: none"> • Subject Guides - Arranged Alphabetically • Web Reference Resources <p>Last updated: 08 February, 2010.</p>	<p>Library > Subject Guides > Arranged by Faculty</p> <p>Subject Guides to Electronic Resources</p> <p>Additional Web Resources</p> <p style="text-align: center;">Web Reference Resources Search the Web</p> <p>Subject Guides to Electronic Resources - Arranged by Faculty</p> <p>Arts, Education & Human Development (AEHD)</p> <p>Aboriginal Studies (see Kulinandoo) Asian Studies Education Exercise Science Film Studies Globalisation Justice Studies Kulinandoo Multimedia Nyema Studies (see Kulinandoo) Outdoor Education Performance Physical Education Professional Writing and Editing Psychology Recreation Social Work Sociology Spanish & Latin America Studies Sport Women's Studies Youth Studies</p> <p>Business & Law</p> <p>Accounting Banking Company Information E-Commerce Economics Hospitality Human Resources Management Industrial Relations Information Technology Justice Studies Law Management Marketing Music Industry Retail Management Small Business Management Tourism</p> <p>Health, Engineering & Science (HES)</p> <p>Aged Studies Air Conditioning Anatomy and Physiology Animal Technology Biology Biomedicine Bioscience Biotechnology Chemistry Child & Adolescent Health Emergency Management Engineering Evidence-Based Medicine Ergonomics Food Science Gerontology Maternal Health & Family Studies Mental Health Midwifery Nursing Occupational Health and Safety Oncology Osteopathy Paramedic Sciences Public Health Road and Transportation Rural Health</p> <p>Technical & Trades Innovation</p> <p>Beauty Therapy Boat Building Building - Carpentry and Joinery Building Design and Construction Building Surveying Civil Engineering Driver Education Earthmoving Electrical Trades Fabrication Hairdressing ICT & Electrotechnology Logistics & Transportation Plumbing</p> <p>VU College</p> <p>Careers ESL (English as a Second Language) Vocational Education and Training</p> <p>Workforce Development</p> <p>Accounting Aged Studies Child Studies Community Information Hospitality Human Resources Management Law Library and Information Studies Management Marketing Massage Multimedia Nursing Occupational Health and Safety Office Administration Outdoor Education Performance Professional Writing and Editing Retail Management Small Business Management Tourism Youth Studies</p>	<p>QUICK LINKS</p> <p>Library Home Databases E-Journals Web Sites Locations Hours Contacts Site Map</p> <p>CONTACT US</p> <p>Phone +61 3 9919 4266</p> <p>Information Queries Contact InfoQuest</p> <p>Page maintained by Digital Services</p>
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6.10 SEARCH ENGINES

<p>Index</p> <ul style="list-style-type: none"> • Search the Web • Web Sites • Finding & Evaluating Information <p>Last updated: 22 June, 2010.</p>	<p>Library > Search Engines & Web Resources</p> <p>Search Engines & Web Resources</p> <p>Search the Web</p> <p>Search Engines</p> <p>Search the entire Web</p> <ul style="list-style-type: none"> • Google <ul style="list-style-type: none"> ◦ Need help? Google Help Central • Google Chrome • Google Scholar + Guide • All the Web • AltaVista • Bing • Mamma • Wolfram Alpha • YAHOO • Yebol <p>Subject Gateways & Directories</p> <p>Compiled by Subject Specialists</p> <ul style="list-style-type: none"> • BUBL • Australian Subject Gateways • Intute: Health & Life Sciences • Intute: Social Sciences • Pinakes: a guide to subject specific gateways • Scirus: search for scientific information 	<p>QUICK LINKS</p> <p>Library Home Databases E-Journals Web Sites Locations Hours Contacts Site Map</p> <p>CONTACT US</p> <p>Phone +61 3 9919 4266</p> <p>Ask for help</p> <p>Page maintained by Digital Services</p>
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The Search Engines page provides:

- Links to search engines including Google, Alta Vista, Bing, Wolfram Alpha, and Yahoo.
- Web research tools including Google Scholar, Australian Subject Gateways and Intute.

- Information about search techniques, evaluating resources and referencing.
- Information about open archives including **VUIR** (VU Institutional Repository) and **OAster**.

6.11 ASK FOR HELP: ONLINE HELP SERVICES



If you are having problems using or accessing Library services and information resources, help is available through the **Ask For Help** button (on the right hand side of the library homepage).

<p>Library > Ask for help</p> <p>Ask for help</p> <p>Try one of the following help resources:</p>		<p>QUICK LINKS</p> <p>Library Home Databases E-Journals Web Sites Locations Hours Contacts Site Map</p> <p>CONTACT US</p> <p>Phone +61 3 9919 4266</p> <p>Ask for help</p> <p>Page maintained by Digital Services</p>
	<p><u>Ask a Librarian</u> (formerly InfoQuest) provides email-based assistance with Victoria University Library resources and services.</p>	
	<p>VU Library is piloting a forum which is a public, online discussion web space where students and staff can talk to and help one another with issues related to use and access of Library Services. So many of the Library's services are now available online as well as off campus and sometimes it's just more convenient to ask for help online when and where you need it. We hope this new forum will provide an opportunity for students, staff and Library staff to assist each other as well as act as a place to share ideas and insights and exchange questions– directly. The forum is named The Exchange.</p>	
	<p><u>ASKVU</u> is an interactive web portal for current Victoria University (VU) students to view frequently asked questions (FAQs) related to Student Administration, Enrolments, Fees, Admissions, Alumni/Graduates, Graduations, Examinations and more.</p>	

Here you can:

- **Ask a Librarian**: is an online email service for assistance and answering your questions about Library resources and services.
- **The X Change**: is an online discussion forum for students and staff to talk and share about issues related to library services.
- **ASKVU**: is an interactive web portal for current Victoria University students to view frequently asked questions (FAQs) related to student administration, enrolments, fees, admissions, alumni/graduates, graduations, examinations and more.

Help information is also available via **Library Information & Services** link on the Library homepage.