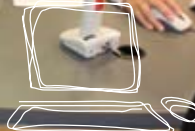


La Trobe University Library

Library services for University staff

www.lib.latrobe.edu.au



Library services

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About the Library

La Trobe University Library operates as one library with campus libraries at Albury-Wodonga, Bendigo, Melbourne (Bundoora), Mildura and Shepparton. The Library also provides a service to the Melbourne (City) campus.

The main physical collection is held at Bundoora followed by extensive collections at Bendigo and Albury-Wodonga. More than half the Library's total collection is now held in digital format online.

A list of services for staff, daily opening hours for each campus, the Library blog and alerts about new resources and services are available at the Library website: www.lib.latrobe.edu.au

Further information about Library services, facilities, collections, locations and contacts at each campus can be found at: www.lib.latrobe.edu.au/libraries.php

*'The Library works in partnership with
academic staff to achieve teaching,
learning and research goals.'*

Professor Ainslie Dewe, University Librarian

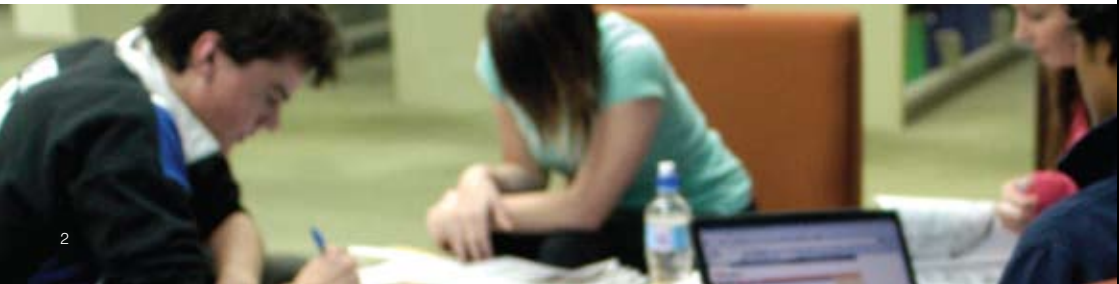


Resources for your teaching and research

Librarians at your campus or your faculty librarian can offer:

- Subject-specific reference and information advice
- Subject resource web pages providing links to recommended online and print information
www.latrobe.libguides.com
- Information literacy programs for your students to gain library skills
www.lib.latrobe.edu.au/training
- Help with ordering materials for library collections.
www.lib.latrobe.edu.au/services/ordering-material.php

Please note that some Library processes for staff at the Mildura and Shepparton campuses may vary from those indicated here. Please speak with the Librarian at your campus.



Locating information

Reference assistance

If you would like help with locating information, please contact the information/research help desk at your campus library. Staff will be happy to assist you to access and effectively use all library resources.

For subject specific information, contact the librarian(s) on your campus or your faculty librarian.

www.lib.latrobe.edu.au/contacts/faculty-librarians.php

For out-of-library hours assistance please use the online 'Ask Us, Tell Us' reference service, available on the library homepage at

www.lib.latrobe.edu.au



Keeping you up to date

Take part in regular library training programs or complete an online tutorial to:

- Preview new library services and resources
- Refresh or extend your library information skills for research
- Help with setting up journal, search or new book alerts.

www.lib.latrobe.edu.au/training

The Library from your office

You can access many library services, online resources and electronic subscriptions anytime from your desktop through the Library's website: www.lib.latrobe.edu.au

- Search the entire collection via the catalogue
- Place holds on items already out on loan, on display, or available at another campus
- Renew loans
- Search databases and electronic journals subscribed to by the Library
- Make requests for new items to be added to the collections
- Search other library catalogues
- Record and view your borrowing history
- Request high demand material to be placed on reserve, e-reserve or audiovisual reserve.

Check the 'Services for staff' page at www.lib.latrobe.edu.au/services/staff.php for links to all of these services and more.



Online access

Use your La Trobe University login and password to access:

- Your personal borrowing record under 'My Library'
Select 'My Library' from the Quick Links on the Library homepage
- Databases and electronic journal articles from off-campus



Ordering library materials

To maintain a high quality collection for teaching and research, the Library relies on the specialist knowledge of academic staff to help develop the collection of print, electronic and other materials.

Order new items by either:

- Providing details to your faculty librarian or a librarian at your campus
- Submitting completed online materials request forms
- Sending completed print request forms to the Library
- Sending marked catalogues to the Library

www.lib.latrobe.edu.au/services/ordering-material.php

Borrowing

- Your La Trobe University staff card is your library card
- Details of borrowing for staff can be found at www.lib.latrobe.edu.au/services/borrowing/borrowstaff.php
- To receive library notices, please ensure the Library has your email address
www.lib.latrobe.edu.au/forms/library-notices.php
- Material can be requested from other La Trobe University campus libraries
- To borrow from other Victorian academic libraries, contact your loans/inquiry desk to join the CAVAL Reciprocal Borrowing Program
- Material can also be requested that is not held at La Trobe University Library
www.lib.latrobe.edu.au/document-delivery



Document delivery

- The document delivery service allows you to request journal articles, papers or books not held at any La Trobe University campus library.
- Place and track your document requests online at:
www.lib.latrobe.edu.au/document-delivery

Reserve materials

Reserve and audiovisual reserve

To provide equitable access to prescribed course materials for your students, submit lists to the reserve section or complete an online reserve request form:

www.lib.latrobe.edu.au/forms/reserve-request.php

Submit lists of required course materials as early as possible prior to commencement of each semester (4 weeks minimum).

E-reserve (Online course resources)

Print items can be digitised or direct links created to electronic information for courses at the request of teaching staff.

Submit requests for e-reserve material at:

www.lib.latrobe.edu.au/forms/ereserve-digitised.php

Links in the Learning Management System (LMS) to Library resources

Create permanent links to library resources from your LMS units using the guide at:

www.lib.latrobe.edu.au/services/webct-linking.php

Digital repository for research

The La Trobe University Research Repository is designed to increase the visibility, impact and citation rates of research publications, facilitate collaboration between researchers and preserve research outputs.

www.lib.latrobe.edu.au/arrow/

Recorded lecture service

Online lectures are arranged through LECTOPIA lecture service administered by University Information Technology Services.

www.latrobe.edu.au/lectopia

Off-air, radio and TV programs

Requests can be made for recorded television and radio programs to be added to the Library collection. Request a recording at: www.lib.latrobe.edu.au/forms/off-air-recording.php

Borrowing audiovisual items from other collections

Staff can request audiovisual material from the Australian Centre for the Moving Image (ACMI) and National Film and Sound Archive (NFSA).

Request the item at: www.lib.latrobe.edu.au/forms/film-request.php

Digital images for teaching

Insight provides a database of digital image collections and tools for teaching, learning, and research. Get your username and password at: www.lib.latrobe.edu.au/insight



Sessional staff

Sessional staff need a staff card to borrow material from the Library. This can be organised through your department or by completing the 'Application for casual/permanent card' form:

www.lib.latrobe.edu.au/services/borrowing/borrowstaff.php

Library services for staff with disabilities or special needs

The Library aims to provide the assistance necessary to maximise the accessibility of library resources and facilities for staff with either a temporary or permanent disability.

For details on available services visit:

www.lib.latrobe.edu.au/services/clients/disabilities.php

Corporate research support

Library staff can offer expert advice and assistance to University administrators who need to access information related to business, management, educational administration, finance, Australian standards and companies.

www.lib.latrobe.edu.au/services/corporate-research.php



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Albury-Wodonga Tel: +61 (0)2 6024 9760

Bendigo Tel: +61 (0)3 5444 7451

Bundoora Tel: +61 (0)3 9479 2922

Mildura Tel: +61 (0)3 5051 4026

Shepparton Tel: +61 (0)3 5833 2644

Email: library@latrobe.edu.au

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