

City campus

The Borchardt Library at Bundoora provides resources and services to support teaching and research in Health Sciences, Business and Law at the City campus. There is, however a small Reserve Collection of high-use material at the City campus, which is available from Reception for use within the City campus building.

Books and articles from the Borchardt Library collection can be obtained by:

- Accessing the **online resources** (journals & books) to which the library subscribes
- Utilising the **Document Delivery Service** for pickup at City campus Reception (books), or delivery to your desktop (journal articles);
- or **borrowing in person at Bundoora**;

An **Information Access Room** at the City campus provides facilities and equipment to enable library catalogue and database searching.

Contact City Reception about getting a **Student ID card which is your Library borrowing card**.

Library services for City campus students & staff are outlined at:

www.lib.latrobe.edu.au/city

How to borrow books / obtain articles from La Trobe University Library

Search the Library collection at: www.lib.latrobe.edu.au

For books – enter the title, author or keyword. You may find that some resources are available online. Some items may be available on **City Reserve**. For resources which are only available in print at another campus library utilise the **Document Delivery Service**. Most, but not all, items are available for delivery to City campus. For example any books on Reserve or short loan like 3 day or 7 day, are not available.

For journal articles - try to get the articles you require online yourself, via the “**Journal Titles**” tab. Enter the **journal title** not the article title. Utilise the **Document Delivery Service** for articles not held electronically, or not held in the Library’s collections.

Assistance with literature searching is available by consulting the relevant library guide for your discipline at latrobe.libguides.com ; the librarians at the Research Help Desk; or your subject librarian. See pg three of this guide for contact details.

Document Delivery Service

City campus staff and students are eligible for copy and loan from the Library’s collections and from external libraries via interlibrary services. Please register for delivery to City campus by completing the “**Eligibility for remote delivery**” form: www.lib.latrobe.edu.au/forms/distance.php

Once registered, you can login with your university username & password at **Document Delivery** to place your requests: www.lib.latrobe.edu.au/document-delivery/

For detailed ordering instructions, print out the City Campus “**User Guide**” available from the document delivery home page.

Contact: docds@latrobe.edu.au Ph: 9479 2927 or 9479 1924

Books, when available will be delivered to City campus Reception. Articles are delivered electronically.

Remote off-campus students may be eligible for some additional services. See pg 3 of this guide for further details.

How to renew books on loan

La Trobe University items on loan may be renewed online by selecting “**MyLibrary**” from the library homepage or by phoning the Inquiries Desk on 9479-2937

N.B. Items on hold for another person cannot be renewed. You will need your University Username & Password to renew online

For non-La Trobe book renewals ring 9479 2927 or email docds@latrobe.edu.au

Why you need your Username & Password

In order to:

- Access electronic journals, databases and other online resources regardless of your location
- View your loans and renew them online
- Order items via Document Delivery for delivery to City campus.

Your username and password is printed on your first statement of account.

For help with Username & Password:

Students: (03) 9479 3694 or 1300 786 535 or studyhall@latrobe.edu.au

Staff: (03) 9479 1500 or ict.servicedesk@latrobe.edu.au

How to return books

All items must be returned **by the due date** – you will find this date on a printed slip which comes with the item. Fines apply to late returns. Return borrowed items:

- At **City campus** – the returns bin adjacent to City campus Reception
- At the **Borchardt Library, Bundoora** – book chutes outside main entrance
- **By post**: ILDDS, Borchardt Library, La Trobe University, Victoria 3086, at your own cost.

Email address

You have a La Trobe University email address and all library related emails are sent to that address. Consult your first statement of account for information about your student email address.

Computer facilities & equipment

The Information Access Room and the Computer Resource Centre are located on the ground floor and together provide:

- 7 PCs connected to the University's network and the Internet for the use of library catalogues and databases. Also includes full versions of Microsoft Word, Excel and PowerPoint;
- study carrels, easy chairs & power outlets for laptops;

Photocopying & printing

- A coin-operated photocopier is situated in the Computer Resource Centre on the ground floor. 10c per copy.
- Collect and pay for printing at City campus Reception. 10c per copy

Facilities for people with disabilities

The front entrance is accessible via wheelchair. A lift, located inside the building, provides access to all floors. Disabled parking & toilets are available. Contact Reception for further assistance.

Research assistance & see Contacts below

Online tutorials: www.lib.latrobe.edu.au/libskills/

Library Guides

latrobe.libguides.com (select your discipline)

Borrowing from other academic libraries

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

CAVAL card application (online)

www.lib.latrobe.edu.au/forms/caval.php

Remote off-campus student's library service

If you live in Australia, live more than 50km from any La Trobe University campus and are not attending a campus on a regular basis, you are eligible for some additional services as a **Remote Off Campus student**. For information:

www.lib.latrobe.edu.au/services/offcampuservices.php#remote

Form to register for service: www.lib.latrobe.edu.au/forms/distance.php

CONTACTS

Bundoora campus Library Inquiries Desk 9479-2922

Library Research Help Desk 9479 2718

Interlending & Document Delivery 9479-2927 or 9479-1924

docds@latrobe.edu.au

'Ask a Librarian' email service

www.lib.latrobe.edu.au/forms/ask-us.php

Subject specific queries:

Jenny Corbin, Subject Librarian (Health Sciences)

9479-2860, j.corbin@latrobe.edu.au

Nicole Sackers, Subject Librarian (Business & Management)

9479-3558 n.sackers@latrobe.edu.au

Dennis Warren, Subject Librarian (Law & Legal Studies)

9479-2928 d.warren@latrobe.edu.au

City Campus Reception / Manager's Office

9285-5100, CityCampus@latrobe.edu.au