



# Getting started in the library

Getting to know the library is one of the most important things you can do when you start at university.

Even with so much information available, as a university student it is important to learn the fastest and most effective ways to:

- ▶ find relevant 'scholarly' information for your reports, assignments and research,
- ▶ evaluate information and look further than your favourite search engine or online encyclopedia, and
- ▶ develop information and research skills for your studies, and your future personal and working life.

The library is here to help you with all of these things. Come in and talk to us or visit the library online to find out more!

## When is the library open?

Online resources and services are always open via the library website. Opening hours vary for each campus library – check daily times at:

- ▶ [lib.latrobe.edu.au/hours](http://lib.latrobe.edu.au/hours)

## Where is the library?

Check your local campus for the location of your home campus library.

**Albury-Wodonga** ▶ [lib.latrobe.edu.au/albury-wodonga](http://lib.latrobe.edu.au/albury-wodonga)

**Bendigo** ▶ [lib.latrobe.edu.au/bendigo](http://lib.latrobe.edu.au/bendigo)

**Franklin St (City)** ▶ [lib.latrobe.edu.au/city](http://lib.latrobe.edu.au/city)

**Melbourne (Bundoora)** ▶ [lib.latrobe.edu.au/melbourne](http://lib.latrobe.edu.au/melbourne)

**Mildura** ▶ [lib.latrobe.edu.au/mildura](http://lib.latrobe.edu.au/mildura)

**Shepparton** ▶ [lib.latrobe.edu.au/shepparton](http://lib.latrobe.edu.au/shepparton)



**Our online tips and tools will get you started and ensure you get the most out of the library.**

- ▶ [lib.latrobe.edu.au/gettingstarted](http://lib.latrobe.edu.au/gettingstarted)

## What resources, services and facilities are available?

The library has extensive collections of electronic and print books and journals, multimedia items, newspapers, past exam papers and many other resources. Most academic journals, and a growing number of books, are now online.

- ▶ [lib.latrobe.edu.au/about/collections](http://lib.latrobe.edu.au/about/collections)

## How do I borrow books or access other resources?

Your La Trobe student card is also your library card. Use it to borrow books via the library service desk or self check out machines (if you have them at your campus), to copy and print, or to book group study rooms online.

Your first Statement of Account from the University will have your username and password details. Use this to access 'My Library' where you can see all your loans and due dates, put a hold on books, or search for resources.

- ▶ [lib.latrobe.edu.au/services/students](http://lib.latrobe.edu.au/services/students)

You'll also need your username and password to access online resources like journal articles and databases and for computer/wireless access: ▶ [lib.latrobe.edu.au/services/wireless-network](http://lib.latrobe.edu.au/services/wireless-network)

## How many items can I borrow?

Undergraduates can borrow up to 20 items for 14 days (unless otherwise stated). There are no limits on the number of items honours, postgraduate and PhD students can borrow for 28 days. You can renew items three times and request eight 'holds' at a time. (Note: one renewal only for BONUS+ books.)

- ▶ [lib.latrobe.edu.au/services/borrowing/borrowstudent](http://lib.latrobe.edu.au/services/borrowing/borrowstudent)

## Where do I return items I've borrowed?

Use the return chutes at each library, usually located inside or outside near the entrance (except at Franklin Street): ▶ [lib.latrobe.edu.au/libraries](http://lib.latrobe.edu.au/libraries)

## Can I renew my loans online?

Yes, you can renew your loans online via 'My Library':

- ▶ [lib.latrobe.edu.au/services/students](http://lib.latrobe.edu.au/services/students)

## Can I request items online?

Yes. If you search for resources and find that an item you need is out on loan, you can use the 'Request a Hold' link in the library catalogue. The first available copy will be sent to your home campus library for pick up from the 'Hold shelf'.

- ▶ [lib.latrobe.edu.au/services/students](http://lib.latrobe.edu.au/services/students)

### Can I borrow from another campus library?

Yes. Books and AV items in the Albury-Wodonga, Bendigo and Melbourne campus libraries can be used by all La Trobe students. Most books can be requested via the 'Request a Hold' link in the catalogue. You will be notified via your University email when a requested item is ready to collect.

👉 [lib.latrobe.edu.au/services/borrowing/intercampus](http://lib.latrobe.edu.au/services/borrowing/intercampus)

### Can I borrow from other institutions as well?

Yes. If you find an item in the library catalogue that shows it is not currently available at La Trobe University Library you can click on the green button that says: **Find it at BONUS+**. If the book is available at a participating library, you can request online that it be sent to your home campus library for pick up from the 'Hold shelf'.

👉 [lib.latrobe.edu.au/services/bonus](http://lib.latrobe.edu.au/services/bonus)

### Will I be fined for late return of items?

All overdue items incur fines. When fines accrue to \$10 or more you will be stopped from borrowing until the fine is paid. In January, your accumulated fines are reset to zero if they are less than \$10.

👉 [lib.latrobe.edu.au/services/borrowing/fines](http://lib.latrobe.edu.au/services/borrowing/fines)

### What learning spaces are available?

All campus libraries provide a choice of individual and group study in silent, quiet and group study areas. Visit the library at your campus to find the area most suited to your study needs.

👉 [lib.latrobe.edu.au/services/studyaarea](http://lib.latrobe.edu.au/services/studyaarea)

### Can I access the internet using my laptop?

Wireless network access for your laptop is available at all campus libraries along with staff to help you connect your laptop. There are also laptop charging lockers at Melbourne, Bendigo and Albury-Wodonga campuses.

👉 [lib.latrobe.edu.au/services/wireless-network](http://lib.latrobe.edu.au/services/wireless-network)

### Can I scan, copy or print?

Black and white and colour printing and copying is available at set prices. There are copying and printing facilities at each campus library. You will need to register your student card with Transact La Trobe to activate your printing account.

👉 [lib.latrobe.edu.au/services/facilities](http://lib.latrobe.edu.au/services/facilities)

### How will you contact me?

The library will contact you via your La Trobe University student email so please **check your student email regularly** and keep your details up to date. This way you won't miss reminders and messages about loaned items and notifications of items you have put on hold that are ready to be picked up.

👉 [lib.latrobe.edu.au/services/borrowing/studentlibnotices](http://lib.latrobe.edu.au/services/borrowing/studentlibnotices)

### Does the library provide services for students with disabilities?

For information on access, help with finding materials, special equipment or accessing study rooms, contact your local campus library.

👉 [lib.latrobe.edu.au/services/clients/disabilities](http://lib.latrobe.edu.au/services/clients/disabilities)

### What training or classes are offered in the library?

The library offers tours, workshops and other classes to help you get started, how to find items on your reading list, reference your sources and many more topics. Check the library training page for upcoming sessions and book your place online.

👉 [lib.latrobe.edu.au/training](http://lib.latrobe.edu.au/training)

You can also use our online learning sessions whenever you need them, from wherever you are.

👉 [lib.latrobe.edu.au/skills](http://lib.latrobe.edu.au/skills)



### Where can I go for help or to find out more?

**Library staff are here to help you** find and use information effectively for your studies. As well as using the library website, we encourage you to:

Talk to us in person at the desk at your campus library or give us feedback: 👉 [lib.latrobe.edu.au/feedback](http://lib.latrobe.edu.au/feedback)

Check the library blog for news and announcements: 👉 [lib.latrobe.edu.au/blog](http://lib.latrobe.edu.au/blog)

Follow us on Twitter: [twitter.com/LTULibrary](https://twitter.com/LTULibrary)

Email [library@latrobe.edu.au](mailto:library@latrobe.edu.au) or feel free to phone us. To find the relevant number visit: 👉 [lib.latrobe.edu.au/contacts](http://lib.latrobe.edu.au/contacts)

**Postgraduate and research students** – we encourage you to contact your faculty librarian to book a research consultation: 👉 [lib.latrobe.edu.au/contacts/faculty-librarians](http://lib.latrobe.edu.au/contacts/faculty-librarians)



Chat to us live online weekdays during semester via **LibChat**: 👉 [lib.latrobe.edu.au/chat](http://lib.latrobe.edu.au/chat)



Ask us questions, or see what others have asked via **LibAnswers**: 👉 [lib.latrobe.edu.au/answers](http://lib.latrobe.edu.au/answers)



**LibSkills** is an excellent training resource. Use it to learn or refresh your skills in finding information and the most effective ways to use the library. It includes short interactive self-paced online learning sessions you can do anytime, anywhere. Topics include:

- ▶ Finding Journal Articles
- ▶ Using LibSearch and the Catalogue
- ▶ Finding items on your reading list
- ▶ Referencing your sources.

👉 [lib.latrobe.edu.au/skills](http://lib.latrobe.edu.au/skills)



**LibGuides** is a large set of subject guides with relevant resources, links and tips and covers subjects and units in all faculties. These guides are created and maintained by specialist librarians. New guides are added regularly and there is an A-Z list of what is available.

👉 [lib.latrobe.edu.au/guides](http://lib.latrobe.edu.au/guides)