Opening Hours

Monday—Friday  9.00am—5.00pm

On Site Services include:

⇒ Information assistance
⇒ Borrowing
⇒ Computer access & assistance
⇒ Wireless Internet access
⇒ Referencing assistance and advice
⇒ Photocopying
⇒ A4=10 cents, A3=20 cents
⇒ Printing  Purchase printing vouchers at the Bookshop
⇒ A4=10 cents (colour= 30 cents)
⇒ Scanning
⇒ Laminating

Please contact Library staff for Off-campus assistance

Databases
Off-Campus Access

Access databases via:

Library homepage
www.swtafe.vic.edu.au/library

Subject Guides

Login: Student number
Password: The password to your SWTAFE computer account
Finding Information
Access a wealth of information via the Library-
Databases, books, journals / magazines,
newspapers, standards, DVDs, videos, CDs (etc.)

Online Resources—beyond Google

e-Books
+EBSCO Academic Collection (138,000+)
+EBSCO Clinical Collection (2,700+)

Journals (magazines) & Newspapers
Informit (Australian)
+APAFT
+Business Collection
+Engineering Collection
+Health Collection
+Humanities & Social Sciences Collection

EBSCO host (International)
+Academic Search Premier
+Australia / NZ Reference Centre Plus (news)
+Business Source Premier
+CINAHL Plus (nursing)
+Education Source
+Hospitality & Tourism Complete
+Vocational Studies Complete

Videos (streamed on the Web)
ClickView (2,000+ training videos)
Kanopy (selected training videos)
Safety hub (Safetecare WHS training videos)

Other
MIMS Online (medications information)
SAI Global (Australian standards)

Requesting Books etc.
Once you’ve identified relevant books on the Library Catalogue they can be posted out to you. When you make a request please provide your Student ID number to Library staff.
Please Note: you will be expected to pay the return postage.

Borrowing from South West TAFE Library
Your student card is also your Library card, and you’re entitled to borrow up to 30 items (in total)

<table>
<thead>
<tr>
<th>Books</th>
<th>(3 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals / Magazines</td>
<td>(3 weeks)</td>
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</table>

Renew your loans and place holds:
• in person: at the Library service point
• online: via the Library Catalogue
• by phone or email

Renewing Loans
Please return or renew your loans before the due date:
Renew online via the Library Catalogue:
• Login [My Account] using your Library ID and PIN
• Click [Renew my materials]

Placing Holds
You can request that specific books (etc) be held for you to pick up from the Library service point

Your Library Record
Access online (via the Library Catalogue)
• Check the due dates of your loans
• Renew your loans
• Check the status of your holds

Library ID and PIN
Your user ID is the number on your student card
Your Library PIN number is your date of birth.
ie: day, month and year (DD/MM/YYYY)
eg: 05101982

Overdue Items
Please return items by the due date.
• Reminders will be sent to your postal address so please notify Library staff immediately if you change your address (or phone number).
• If an overdue item is not returned by the end of the academic year your results will be withheld. To resolve this simply return the item/s (or, if lost, pay the replacement cost).

Borrowing from other Libraries
A CAVAL card will enable you to borrow in person from other TAFE and University libraries throughout Victoria, including Deakin University, Warrnambool.

A CAVAL card is available, free of charge:
• In person from the Library service point.
• Posted to you upon request.

Ask Library staff for assistance
Email: library@swtafe.vic.edu.au
Phone: (03)5564 8956