



LIBRARY GUIDE

LIBRARY HOURS:	Monday - Wednesday	8:30am – 6:00pm
	Thursday	8:30am – 7:00pm
	Friday	8:30am – 6:00pm
PRODUCTION WEEK:	Monday - Friday	8:30am – 5:00pm
TERM BREAK:	Monday - Friday	8:30am – 5:00pm
END OF YEAR BREAK:	CLOSED	

STUDENT GUIDE

This guide contains information about the Raffles College of Design and Commerce Library. It outlines our policies and procedures, which apply to all students. Compliance will ensure that the Library provides you with a prompt, efficient and comprehensive information service. Please keep this to refer to at all times.

CATALOGUE

The Raffles College of Design and Commerce Catalogue is part of the UNILINC shared system. You can access the Raffles Library Catalogue online at: <http://www.raffles.edu.au/rcdc-library/library-catalogue>

To search the holdings of all the Libraries in the full UNILINC catalogue, click on the prompt UNILINC Catalogue at the top of the Raffles catalogue. Ask the Librarian if you need help with your search.

ACCESSING YOUR LIBRARY RECORD

You can check to see what you have currently out on loan including loan history. You cannot renew or reserve library items. Go into: <http://www.raffles.edu.au/rcdc-library/library-catalogue>

Click on [sign-in](#)

- Type in your I.D. number for example FST234
- Type in the last four numbers/letters of your I.D. card for example T234
- Click on [log-on](#)
- Click on [user](#)
- Click on [loans](#)

BORROWING AND RETURNING

You need your identification card to borrow from the library. If your ID card has not been issued then you will need a note from Student Services on Level 18 to identify yourself and your enrolment.

Bachelor level students may borrow **3 library items** for **TWO WEEKS** and Master level students may borrow **6 library items** for **THREE WEEKS**. Journals and Magazines are **not for loan**. All students need to present their student card in order to borrow from the library. Those who do not have their student card will not be able to borrow. The due date for return is stamped on the slip inside the item.

During the short term break and production week borrowing is available. However for the end of year break students cannot borrow any library items.

Students are responsible for the replacement cost of any items which are lost or damaged whilst on loan to them; an additional processing fee will also be charged.

Please return loaned items in the box at front of library desk. Library staff cannot be responsible for books which are left on tables or library trolleys which have not been discharged in the proper manner.

RENEWING

Within library working hours you can come into the library at the front desk with your student I.D. card or email orianamitchell@raffles.edu.au and provide your full name and student I.D. number or telephone the librarian on 9922 4278.

HOLD

If the book you want is on loan to another borrower you can ask the librarian to put a hold on the item. When it is returned it will be kept aside for you. This also means that the current borrower can not renew the item. Books can be reserved in person or by telephone.

SPECIAL RESERVE

Items which are expected to be in demand are kept behind the front desk in "Special Reserve". This means they are for use in the library only.

OVERDUES AND FINES

Students accrue a fine of \$1.00 per day for each overdue item. Students must pay their library fines before they can borrow again.

REMINDER AND OVERDUE NOTICES

All reminder and overdue notices from the Library are sent to students' college email addresses. It is important and your responsibility that you check and clear your college email address box regularly to ensure that your borrowing privileges are not suspended and that you do not attract library fines.

SCANNING

There are two scanners available in the library for use and connected to the black & white and colour printers.

COMPUTER ACCESS IN THE LIBRARY

There are nine iMac computers available to students in the library with black & white and colour printers attached to them; six computers are networked and loaded with the Internet, Microsoft Office 2004 and the online library catalogue and four computers are loaded with Microsoft Office 2008, Adobe Illustrator CS3, Adobe InDesign CS3 and Adobe Photoshop CS3. Use of these four computers is limited to a maximum of two hours on any one day. You must book with the librarian and provide your student I.D. card.

PHOTOCOPYING

There is a black and white photocopier and a colour photocopier available in the library for student use. Your student I.D. card acts as a photocopier card. To add credit to your student I.D. card, see Reception (Level 18).

Black & White	Colour
A4 = 10 cents	A4 = 70 cents
A3 = 20 cents	A3 = \$1.00

COPYRIGHT

Please observe copyright regulations when photocopying library items or using Raffles College copying or reproduction equipment. For your own private study you are entitled to copy no more than 10% (or one chapter of a book, or one journal article in a journal) of any copyright protected item. Copyright protected items include books, journal articles, web pages, sound and video recordings.

STANTON PUBLIC LIBRARY

234 Miller Street, North Sydney, NSW, 2060, Tel. 9936-8400

Website: <http://webcat.shore.shorelink.nsw.gov.au/>

All students are eligible to join the Stanton library on presentation of ID with name and home address. This library has a good generalist collection, and is part of the Shorelink network of libraries, with branches on the North Shore including Chatswood, Lane Cove, Manly and Mosman. Cardholders may borrow from any one of these libraries.

The library also provides access to the Internet, Shorelink library catalogue and databases (including, Australian Bureau of Statistics, Australia New Zealand Reference Centre, Business Source Elite, Computer Source, Encyclopaedia Britannica Online, Electric Library Australasia, The Heritage Databases, Kompass Database, London Review of Books, MasterFILE, NovelList, NSWnet and World Book Online).

AUSTRALIAN CATHOLIC UNIVERSITY LIBRARY

40 Edwards Street, North Sydney, NSW, 2060, Tel. 9739 2987

Website: <http://www.acu.edu.au>

All students are eligible to join the ACU library on presentation of ID with name and home address. This library specialises in business, health and nursing and a good generalist collection. You can borrow up to ten books however DVDs, Videos, Magazines, Journals and use of databases are not for loan/use.

FIRST-AID ROOM

The first-aid room is situated in the library. Please see the librarian if you need to use this facility. There are first-aid officers available on level 18.

MOBILE PHONES, CUT AND PASTE, FOOD AND DRINKS

Mobile phones are not to be used when in the library. Before entering the library, please turn off your mobile phone. If you fail to do this and your phone rings, library staff will ask you to leave the library. No cut and paste (this includes scissors, Stanley knife, glue, material and paper work) in the library there are classes available on your floor. Should you ignore this policy library staff will ask you to leave. No food or drinks.

ASK A LIBRARIAN

Please email the librarian for library enquiries at orianamitchell@raffles.edu.au or you can ring on 9922 4278.

For any other issues please email studentservices@raffles.edu.au.

