Welcome to UTS:LIBRARY
WWW.LIB.UTS.EDU.AU

The UTS Library website is your primary source of information. Available 24 hours a day, it provides access to the Library Catalogue, over 37,000 eJournals, databases containing thousands of articles, ebooks, lecture notes, past exam papers and more.

You can access these resources on workstations in the campus libraries, in computer labs on campus, and from any computer with Internet access. To access these resources both on and off-campus, you will need to use your UTS webmail username and password.

For more information about online access visit www.lib.uts.edu.au → Help → Ask a Librarian → Online Access or, if you are in the Library, ask at the Research Help Desk.

For detailed and current information about Library services, resources and facilities visit the UTS Library website www.lib.uts.edu.au

This information was correct at time of printing.
For current information please check the Library website www.lib.uts.edu.au
The University operates a shuttle bus service between the campuses. A timetable is available at [www.uts.edu.au/about/mapsdirections/shuttle.html](http://www.uts.edu.au/about/mapsdirections/shuttle.html)

### CITY CAMPUS LIBRARY
Cnr Quay Street & Ultimo Road, Haymarket
**Postal address**
PO Box 123, Broadway NSW 2007 Australia

### KURING-GAI CAMPUS LIBRARY
Eton Road, Lindfield
**Postal address**
PO Box 222, Lindfield NSW 2070 Australia

### OPENING HOURS

**Autumn Semester**
Monday, 28 February to Friday, 1 July

**Spring Semester**
Monday, 1 August to Friday, 2 December

<table>
<thead>
<tr>
<th>City Campus Library</th>
<th>Kuring-gai Campus Library</th>
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</thead>
<tbody>
<tr>
<td><strong>Mon to Thurs</strong></td>
<td><strong>8.00am - 9.30pm</strong></td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td><strong>8.00am - 6.00pm</strong></td>
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<td><strong>Saturday</strong></td>
<td><strong>10.00am - 5.00pm</strong></td>
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<td><strong>Sunday</strong></td>
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<tr>
<td><strong>Sunday</strong></td>
<td><strong>10.00am - 6.00pm</strong></td>
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</table>

Check the Library website for recess hours, public holidays and variations to opening hours.

### TRAVEL BETWEEN CAMPUS LIBRARIES
The University operates a shuttle bus service between the campuses.
As an internationally recognised and leading technological university library, UTS Library supports students and academics through all stages of their learning, teaching and research. To support the University’s strategic directions and bold aspirations to be a world leading university of technology, the Library models and practices innovative approaches to deliver ground-breaking new services and leading-edge enabling technologies. We are currently planning a Library of the Future to open on Broadway around 2016-17.

The Library’s strategic priorities facilitate discovery and access to scholarly information, developing student and researcher capabilities, promoting learning, and enabling scholarship. We provide the widest range of relevant resources and high quality services to support learning, teaching and research. The extent and quality of both is recognised internationally and reflected in our student and research student satisfaction surveys.

Mal Booth
University Librarian

A MESSAGE FROM THE UNIVERSITY LIBRARIAN

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## WHERE CAN I GET HELP?

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<th>Topic</th>
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<td>Enquiries &amp; Loans Desk</td>
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<td>Research Help Desk</td>
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<td>We Speak Your Language</td>
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## WHAT ARE MY RESPONSIBILITIES?

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<td>Copyright</td>
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## I’M A LECTURER, HOW CAN THE LIBRARY HELP ME?

<table>
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<td>UTS Digital Resources Register &amp; Digitisation Service</td>
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<td>Reserve Material</td>
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<td>Subject Handouts</td>
<td>11</td>
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<td>Study Guides for Students</td>
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## I’M A RESEARCHER, HOW CAN THE LIBRARY HELP ME?

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<thead>
<tr>
<th>Topic</th>
<th>Page</th>
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<tbody>
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<td>Australasian Digital Theses Program</td>
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<td>Data Archives</td>
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<td>Finding Collaborators and Getting Grants</td>
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<td>Finding, Using and Sharing Information</td>
<td>12</td>
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<td>IPR, Communication and Copyright</td>
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<td>UTS Publications</td>
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## WEBLINKS

<table>
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<td>Quick Response (QR) Code</td>
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## SOCIAL NETWORKING

<table>
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<td></td>
<td>13</td>
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</tbody>
</table>
HOW DO I GET STARTED?

ID Card (Registration)

Students – Your UTS Student ID card is your Library access and borrowing card. Use your ID card each time you wish to borrow an item.

Staff – Your UTS Staff ID card is your Library access and borrowing card. You can obtain a UTS Staff ID card from the City Campus Library or the Kuring–gai Campus Library. You will need to bring photo ID such as a driver’s licence to be issued with a UTS Staff ID card as well as the other requirements indicated below:

UTS Continuing Staff

> You can provide us with your employment details by logging into your UTS NEO staff account from a computer at the Enquiries Desk in the Library.

Fixed Term Staff and Casual Staff (Both Academic and Support)

> your staff number
> your employment contract
> a letter of introduction from the Faculty or Unit indicating the period of your employment with UTS.

Visiting Professors, Fellows, Scholars
You will need to bring your contract or a letter of introduction from the Faculty indicating the period of your association with UTS. You will also need to know your staff number.

Agency Staff and Nursing Clinical Associates
You will need to bring a letter of introduction from your Faculty indicating the period of your association or employment with UTS.

Research Assistants
You will need to bring a letter from the sponsoring professor in your Unit to obtain your own UTS Staff ID card. Nursing research assistants for Area Health Services are also eligible.

INSEARCH Staff
You will need to bring a signed authorisation form from INSEARCH stating your staff number and the expiry date of your contract.

WHERE CAN I STUDY?

SPACES

Baya Ng’ara Nura
Offering a comfortable study environment, the Baya Ng’ara Nura* Learning Place provides a welcoming space where Indigenous students can learn together drawing on Library resources and learning support. Baya Ng’ara Nura is located on Level 2, City Campus Library.

www.lib.uts.edu.au → Help → Specialised Services → Indigenous Students

* Language of the Eora Nation

Learning Commons
Offering a vibrant and dynamic learning environment, the Learning Commons are ‘mixed’ purpose areas on Levels 2 and 3 of the City Campus Library and Level 4, Kuring–gai Campus Library.

You can choose to study in groups or individually, access the Library’s workstations, or you can bring in your own laptop and connect to the Internet and the Library’s online resources via the UTS wireless network.

Australian Culture Lounge
Featuring a collection of Australian literary classics, the Australian Culture Lounge is a quiet and comfortable place for reading or studying. Located on Level 4, City Campus Library.

International Cultural & News Centre (ICNC)
Stay up to date with overseas news and current affairs as well as practise your language skills in the comfortable International Cultural and News Centre (ICNC) space on Level 4, City Campus Library.
Collaborative Learning Centre (CLC)
With 18 computers, the Collaborative Learning Centre (CLC) is ideal for interactive learning. The Collaborative Learning Centre is located on Level 4, City Campus Library.

Olympic & Event Studies Room
Housing a unique collection, including rare Olympic bid books, photographs and slides, the Olympic and Event Studies Room is located on Level 5, Kuring-gai Campus Library. Although unavailable for loan, items in the collection can be searched via the Library Catalogue.

Individual Study
City Campus Library – Levels 3, 4 & 5
Kuring-gai Campus Library – Levels 3 & 5
Designated open areas for quiet individual study, desks in these areas are equipped with privacy screens. Mobile phones must be turned off.

Silent Study Rooms
Silent Study – City Campus Library
Levels 4 & 5, Rooms 4a & 5a

Private Study – Kuring-gai Campus Library
Level 5
Sound proofed rooms are available at both campus libraries. No booking is required.

Group Study & Presentation Practice Rooms
City Campus Library – Levels 3, 4 & 5, Rooms 3a–3e, 4b–4d & 5c–5f
Kuring-gai Campus Library – Levels 3 & 5, Rooms 3.1, 3.2 and 5.1 – 5.6

Group Study Rooms are designed for small group discussions and the Presentation Practice Rooms include a computer in each room.

You can book these rooms via the online booking system at www.lib.uts.edu.au → Space → Room Bookings

Scholars’ Centre
The Scholars’ Centre is a dedicated space for UTS Staff and Postgraduate Research Students and provides easy access to the full range of UTS Library services and resources. Located on Level 2, City Campus Library the Scholars’ Centre features a quiet research area, computers with access to the Internet and the Library’s digital resources, a range of software, power outlets for wireless laptop use, a meeting room and a small lounge area.

www.lib.uts.edu.au → Space → Facilities and venue hire

WHAT DOES THE LIBRARY HAVE FOR ME?

Computers
Over 450 computers are available in the two campus libraries. Library workstations provide access to many electronic resources including the Internet, Library databases and software applications.

Wireless Access
There are wireless networks in both campus libraries. The seating areas on all floors have wireless access. If you have a laptop fitted with a wireless card you can connect to the network and access any of the network resources that are usually available on ‘wired’ PCs in the University.

Self–Service Loans Machine
Checkout is fast, easy and private. CDs and DVDs, or books containing these, can be borrowed on a self–service loans machine simply by following the on–screen instructions. Videos will need to be taken to the Enquiries and Loans Desk.

Receipts indicating when the item(s) are due to be returned are printed automatically.

Print, Copy & Scan
To copy and print you will need to activate your UTS Email and Access Account.

To activate your account go to https://email.itd.uts.edu.au/webapps/myaccount/activation/
Once activated you can add credit to your account by using cash or EFTPOS facilities available in the Library or online via MyMonitor https://mymonitor.uts.edu.au

Your account must have credit in it before you can print or copy.

**To add credit using cash**, use the Cashier Autoloader to transfer cash to your online account.

**To add credit using EFTPOS**, use the EFTPOS Reload Station to transfer money directly from your bank account to your online account (there is no transaction fee but transfers must be of $10 or more).

For assistance ask MONITOR staff in the Copying and Vending Room on Level 2, City Campus Library or ask staff at the MONITOR Service Office on Level 4, Kuring–gai Campus Library.

To copy, you will need your UTS Student / Staff ID card.

To print, you will need both a current UTS Student / Staff ID card and your UTS webmail password.

**Copy Prices**

<table>
<thead>
<tr>
<th>Format</th>
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<tbody>
<tr>
<td>A4 b/w</td>
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<tr>
<td>A4 b/w duplex</td>
<td>19 cents</td>
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<tr>
<td>A3 b/w</td>
<td>20.9 cents</td>
</tr>
<tr>
<td>A3 b/w duplex</td>
<td>36 cents</td>
</tr>
<tr>
<td>A4 colour</td>
<td>$1.25</td>
</tr>
<tr>
<td>A3 colour</td>
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<tr>
<td>Transparencies colour</td>
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<td>Scan</td>
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**Facility Locations**

<table>
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<tr>
<th>Library Location</th>
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<tbody>
<tr>
<td>City Campus Library</td>
<td>2, 3, 4 and 5</td>
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<tr>
<td>Print station(s)</td>
<td>2, 3 and 4</td>
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<tr>
<td>Colour printer/copier/ scanner</td>
<td>2</td>
</tr>
<tr>
<td>Digital microfilm reader</td>
<td>3</td>
</tr>
<tr>
<td>EFTPOS Reload Station</td>
<td>2</td>
</tr>
<tr>
<td>Cashier Autoloader</td>
<td>2</td>
</tr>
<tr>
<td>MONITOR Service Counter</td>
<td>2</td>
</tr>
<tr>
<td>Kuring–gai Campus Library</td>
<td>3, 4 and 5</td>
</tr>
</tbody>
</table>

**HOW DO I FIND THE INFORMATION I NEED?**

UTS Library’s electronic information resources are accessible 24 hours a day through the Library website.

The Library website provides access to a range of networked information resources, including the Library’s Catalogue, catalogues of other Australian and international libraries, bibliographic databases, full text electronic journals and books.

www.lib.uts.edu.au

**UTS Library Catalogue**

The UTS Library Catalogue lists all the material held by the UTS Library.

www.lib.uts.edu.au → Catalogue

**BONUS+**

BONUS+ is a collaborative service involving several Australasian university libraries.

If the book you need is unavailable at UTS, you can search the BONUS+ catalogue which gives you quick access to over 6 million books from participating libraries.

Simply:

> search the UTS Library Catalogue for a book
> click the BONUS+ logo to rerun the search at other locations if it is not held by the UTS Library
> click on the REQUEST ITEM link if the book is available
> select University of Technology, Sydney
enter your details from your ID card—username and barcode—and select a UTS Library Campus pickup location
select Submit.
You can expect delivery from most Australian universities in 2 to 4 working days. Items coming from WA and NZ may take up to 7 days.

General Collection
UTS Library houses over 870,000 books, journals and audiovisual items. Most of the collection is available to borrow with some exceptions such as Reference material and journals.

7-day Loans
The Library places one copy of each title on reading lists on 7-day Loan unless subject coordinators request otherwise.

Journals
Titles of all journals subscribed to by UTS Library are listed in the Library Catalogue. Electronic journals can be accessed via links in the Library’s Catalogue and databases. Printed journals are not available for loan.

Databases
Along with books, magazine and journal articles, databases are a key resource. One way to find articles is by using a database. Databases contain a mixture of full-text articles and abstracts.

SFX Links
When SFX appears in your search results, you can click on it to check whether the Library has access to the full text online or to check the Library Catalogue for a print copy.

Electronic Journals
Electronic journals can be accessed via links in the Library’s Catalogue and databases.

Electronic Books
Once you have searched your topic, refine your search by ‘book’ and ‘online’ to find eBooks only.

UTS Exam Papers
Many past UTS exam papers are available online for UTS staff and students.

Study Guides
Study guides are an introduction to the key books, journals, databases and websites for each faculty. Study guides can be accessed via the Library website. If you are a UTS Staff member and would like to develop a guide for your students, please contact your Information Services Librarian.

UTS Publications
Digital Theses - you can find UTS PhD Theses by searching the Library Catalogue using keywords or author etc as you would other information resources.
Research Output - the Library captures, stores, indexes, preserves and redistributes the University’s scholarly research in digital formats.
UTSePress - publishes scholarly journals, books and conference proceedings, which are peer reviewed and growing in reputation and impact. They are searchable via Google Scholar.
HOW DO I BORROW?
Your UTS ID card is your Library borrowing card.

MyLibrary
You can access your borrowing record by signing in to MyLibrary directly from the Library homepage. You will need your ID number and your webmail password to access MyLibrary.

You can check:
> what you have on loan
> when the items are due for return
> any Requests or Bookings you may have.
You can also:
> renew items on loan
> cancel Requests or Bookings which are no longer required
> save your preferred subject searches and receive email notification of relevant new library books. Select the email option in ←Preferred Searches→ link to activate this service
> keep a record of the books you have borrowed. Login to MyLibrary and click on the link for My Reading History at the bottom of the page and select `opt in` if you wish to use this service.

www.lib.uts.edu.au → Borrow

Library Email & SMS Notices
All Library notices (Requests, Recalls, Overdue and Fines) will be sent to you by email. The Library sends you an email reminder as a courtesy when your loans are due back in 2–3 days. It is your responsibility to renew your loans online or return them promptly to avoid fines.

Notices can also be sent by SMS to your mobile phone. There is no cost to you to receive these messages.

Notices available by SMS are:
> your hold request is ready for pickup
> an item you have on loan has been recalled
> your books on loan are now overdue.
You can subscribe to SMS notices by visiting
www.lib.uts.edu.au → Borrow → Email & SMS Notices

Recalls
Items borrowed are subject to recall. If an item you borrowed is recalled, you will receive an email to let you know what the new due date is for the item you borrowed.

Please remember to return your item/s by the new due date, as once the recalled item is overdue the fine will double.

www.lib.uts.edu.au → Borrow → Requests, Recalls & Returns

Requests
A Request is a reservation that you can place on an item from the General Collection, 7-day Loan Collection and AudioVisual Collection. This includes an item that is:
> on loan to another borrower. The item will be recalled and held for you to borrow
> located at the other campus.* The item will be delivered to your campus library for you to borrow.

If an article you need is in a print journal held at another campus library we will provide access to an e-copy within 2 working days.

www.lib.uts.edu.au → Borrow → Requests, Recalls & Returns

* Please note we will not collect a book from the shelves for pickup at the same library.

Placing a Request
To place a Request simply:
> search for the book or journal in the Library Catalogue
> click on the ←Request Item→ button
> for a journal article, enter the article’s details ie author, title, date, volume, issue and pages
> select a pickup location.
A confirmation message will tell you if your Request has been submitted successfully.
Borrowing from Other Australian Libraries or Institutions
You may borrow in person from any university library in Australia under the University Library Australia (ULA) scheme. You should go directly to the host library to register with proof of your current enrolment at UTS. A fee may apply.

www.lib.uts.edu.au > Borrow > Borrow & Renew

Services for Regional & Remote Students
If you live outside the Sydney metropolitan area you may be eligible for our off-campus document delivery service from the UTS collection.

www.lib.uts.edu.au > Help > Specialised Services > Regional & Remote Students

Fines
If items are not returned by the due date, fines will apply at the following rates:

> **General and AudioVisual Collection** items - $1 per day
> **7–day Loan** items - $5 per day
> **Reserve** - $5 per hour or part thereof
> **Recalled items** - twice the above rates.

Overdue items can be renewed online, by telephone 02 9514 3666 or at the Library Enquiries and Loans Desk. Once the item is renewed, any fines for the days overdue will be added to your record.

If your fines reach $30 or more, you will be suspended from borrowing or renewing items. To have your borrowing privileges reinstated you will need to reduce your fines to under $30. The minimum fine payment at any one time is $10.

www.lib.uts.edu.au > Borrow > Fines

Reserve & eReadings
Reserve and eReadings are collections of high demand materials for Staff and Students selected by lecturers and arranged by subject number or lecturer. Borrowing from the Reserve and access to eReadings is restricted to UTS Staff and Students. We aim to make material available through eReadings where possible as it provides wider access for you than print.

Reserve includes books, DVDs / videos, recent issues of journals as well as lecturers’ personal copies of books.

eReadings includes lecture notes, journal articles and book chapters in electronic format.

To find items placed in Reserve and eReadings search via the ‘Subject Resources’ search box on the Library homepage. City Campus Library clients can also browse the Open Reserve shelves.

www.lib.uts.edu.au > Find > My Subject Resources

Staff – Access the online request form at
www.lib.uts.edu.au > Teaching > DRR & eReadings > My DRR

Staff – Access the online request form at
### What Can I Borrow?

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<thead>
<tr>
<th></th>
<th>Undergraduate and INSEARCH</th>
<th>Postgraduates - Coursework</th>
<th>Postgraduates - Research</th>
<th>Staff</th>
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<tbody>
<tr>
<td>What can I borrow?</td>
<td>Up to 15 items including audiovisual (AV) items</td>
<td>Up to 20 items including audiovisual (AV) items</td>
<td>Up to 55 items including audiovisual (AV) items</td>
<td>Up to 55 items including audiovisual (AV) items</td>
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<td></td>
<td>3 x 7-day Loan</td>
<td>3 x 7-day Loan</td>
<td>3 x 7-day Loan</td>
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<tr>
<td></td>
<td>1 x Reserve (or 1 book)</td>
<td>1 x Reserve (or 1 book)</td>
<td>1 x Reserve (or 1 book)</td>
<td>1 x Reserve (or 1 book)</td>
</tr>
<tr>
<td>How long can I keep the items?</td>
<td>General collection = 2 weeks (+ 12 renewals unless another borrower places a request on an item you have out on loan)</td>
<td>General collection = 4 weeks (+ 12 renewals unless another borrower places a request on an item you have out on loan)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audiovisual (AV) items</td>
<td>7 days (+ 2 renewals)</td>
<td>7-day Loan (+ 6 renewals)</td>
<td>Reserve items = 2 hours (no renewals). They can be booked to be picked up at a specific time and overnight loans are available within 2 hours of the Library closing. One Reserve item may be borrowed overnight.</td>
<td></td>
</tr>
<tr>
<td>Can I return my items at either campus?</td>
<td>Yes, except Reserve which must be returned to the desk of the library where it was borrowed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can I request an item already out on loan or at another campus?</td>
<td>Yes, select [Request Item] button in the Catalogue. The item will be sent to the selected campus and you will receive a notification email when the item is ready to be picked up.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can I request items from other libraries?</td>
<td>Yes, BONUS+</td>
<td>Yes, BONUS+ and InterLending Service</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Honours Students** in their fourth year may apply for additional borrowing privileges if undertaking a project or thesis.
WHERE CAN I GET HELP?

Enquiries & Loans Desk
Staff are available at each campus library to answer your queries and provide assistance with:
> finding your way around the Library
> locating books and exam papers
> borrowing books at the self-service loans machines
> finding other UTS Library services.

Research Help Desk
Staff at the Research Help Desk will show you how to find books, journal articles and other information you need for your studies.
Research Help Desk assistance is also available online where you can ask a question via email or by instant messaging.
www.lib.uts.edu.au > Help > Ask a Librarian

Information Services Librarians
The Library supports the information needs of UTS Staff and Students from all faculties and their administrative divisions via a three team structure.

> Arts and Social Sciences – this team supports the Faculty of Arts and Social Sciences, and the Faculty of Design, Architecture and Building.
> Business and Law – this team supports the Faculty of Business, and the Faculty of Law.
> Sciences and Technology – this team supports the Faculty of Engineering and Information Technology, the Faculty of Nursing, Midwifery and Health, and the Faculty of Science.

Consultations with Information Services Librarians
Postgraduate Research Students - Information Services Librarians provide specialised advice and support for those doing research. Recognising the advanced and specialised needs of Postgraduate Students, the Library offers specialist subject assistance and individual training for your research project.

Visit the link below to contact an Information Services Librarian to arrange a consultation.

Staff - Information Services Librarians are subject specialists and will help you with your advanced information needs for teaching, research and administrative work. Contact your Information Services Librarians for assistance or training.

www.lib.uts.edu.au > About Us > Library Contacts > Information Services

We Speak Your Language

We will speak your language.
www.lib.uts.edu.au > Help > International Students

Rovers
Rovers are UTS students who can assist with IT tasks including activation of email, logging on to computers and using the Library website. They will also help you search the UTS Library Catalogue and find an item on the shelves.
Rovers are available in the City Campus Library. You can recognise them by their orange t-shirts.

Library Tours & Workshops
UTS Library provides tours and workshops to help you succeed in your studies. Workshops include Introduction to Library Research to help you get started, Google Skills for tips on getting better results in Google. Classes in using RefWorks and EndNote are also provided. Subject-based classes may also be organised by your lecturer. They are usually held in the first few weeks of semester.

www.lib.uts.edu.au > Help > Tours & Workshops
The Library runs regular workshops for researchers. In addition, the Library works with the University Graduate School to offer a variety of research support workshops. For more information visit the University Graduate School website www.gradschool.uts.edu.au

Orientation Program - www.lib.uts.edu.au → Help → Orientation

Online Tutorials

InfoSkills Bank is a collection of tutorials and demonstrations showing how to use the Library Catalogue, databases and other information resources.

www.lib.uts.edu.au → Find → My Subject Resources → InfoSkills Bank

Referencing & Writing

We offer a collection of online self–learning modules designed to enhance your skills in areas such as assignment writing, project management, teamwork, ethics (including tips on how to avoid plagiarism), academic writing and speaking, mathematics, and information skills and career development.

UTS Library provides a guide to the Harvard UTS Style which is the main style used at UTS. Providing clear examples of many reference types, it makes it easy to start referencing your assignments.

www.lib.uts.edu.au → Help → Referencing

EndNote & RefWorks

EndNote and RefWorks tutorials are citation management software packages.

Training is available to help you to collect, store and organise references, insert references and create bibliographies. EndNote can be downloaded from the Library website and RefWorks is accessible online.

Contact the University Graduate School for information about training for Postgraduate Research Students.

www.lib.uts.edu.au → Help → Referencing

WHAT ARE MY RESPONSIBILITIES?

Food & Drink in the Library

UTS Library recognises that while you are studying you may not always want to break to get food. Cold or snack foods, like those in plastic containers or wrappers, and fruit may be brought into most areas of the Library. Hot food or larger meals must be eaten outside the Library. Hot drinks are permitted as long as they have a cap or are in a covered container.

Bottled water is ok.

Designated areas, such as the Silent Study Rooms in the City Campus Library and the Online Training Room at the Kuring-gai Campus Library are strictly no food or hot drink zones.

Alcohol may not be brought into the Library.

All rubbish must be placed in the bins provided, leaving areas free of litter.

Please contact Library staff at the Enquiries and Loans Desk for assistance in cleaning spills.

The University Library provides an environment suitable for study in each campus library. We ask you to be considerate of other clients’ needs and to treat Library facilities and property with care.

Policies, Rules & Guidelines

For current Library information visit www.lib.uts.edu.au → About Us → Policies & Guidelines

Copyright

According to Australian Copyright Law, any original work, including books, music, movies, videos, computer programs, artwork, design, and patents, is legally protected under the provision of the Copyright Act 1968 [as amended]. This protection extends to both published and unpublished works.

For detailed information about copyright and intellectual property visit www.lib.uts.edu.au → About Us → Policies & Guidelines → Copyright and UTS
I’M A LECTURER, HOW CAN THE LIBRARY HELP ME?

Information Services Librarians
The Library supports the information needs of UTS Staff and Students from all faculties and their administrative divisions via a three team structure.

> Arts and Social Sciences – this team supports the Faculty of Arts and Social Sciences, and the Faculty of Design, Architecture and Building.

> Business and Law – this team supports the Faculty of Business, and the Faculty of Law.

> Sciences and Technology – this team supports the Faculty of Engineering and Information Technology, the Faculty of Nursing, Midwifery and Health, and the Faculty of Science.

www.lib.uts.edu.au → About Us → Library Contacts → Information Services

Information Services Librarians will assist you with any of the following services:

Selecting & Organising Reading List Material

For new subjects - visit www.lib.uts.edu.au → Teaching → Reading Lists and click on the ‘Reading Lists Form’ link. Print and complete the document then fax or email it to your Information Services Librarian.

To amend existing lists please contact Library staff.

We need to receive updated reading lists well before the start of semester. It can take up to 6 weeks to order and process new material.

At least one copy of coursework material (course notes) is normally placed in the 7–day Loan Collection. If you anticipate high demand, you can also request that copies be placed in Reserve or eReadings.

Please send all orders for new material to your Information Services Librarian.

UTS Digital Resources Register & Digitisation Service

This service locates, creates and registers electronic copies of lecture notes, book extracts, journal articles and other publications used for online learning at UTS.

To fulfil the University’s copyright obligations, all UTS digital resources used for the purposes of teaching and learning, and for which neither you nor UTS own the copyright, must be registered centrally through UTS Digital Resources Register (DRR).

The UTS Library manages the DRR. The Library will ensure your material is copyright compliant and attach a copyright notice to your material. We will convert the material into PDF format for easy download and printing, and email you the URL which you can add to your online course for students to access. Material can also be made available through eReadings.

www.lib.uts.edu.au → Teaching → DRR & eReadings

Reserve Material

Reserve is a collection of high demand materials selected by lecturers and arranged by subject or lecturer name.

Reserve includes books, DVDs / videos, recent issues of journals as well as lecturers’ personal copies of books.

For an online request form visit www.lib.uts.edu.au → Teaching → Reserve

Distance Mode Students

When preparing course materials for units offered in distance mode, please consider the Library materials your students may need and how these materials will be made accessible to them. Online journals, eReadings, lists of websites and subject guides help provide access for all students.

The UTS Library will also provide access to an e–copy of articles from printed journals and book chapters held in the UTS Library to remote students. Unfortunately we are unable post books to students.
We have reciprocal agreements with other university libraries in Australia. Students can borrow in person from these libraries.

www.lib.uts.edu.au > Teaching > Distance Education

Subject Handouts
Library information suitable for inclusion in printed subject guides, outlines or UTSOnline is available. Information Services Librarians are happy to customise guides to suit your needs.

Study Guides for Students
Online study guides are created by our staff to guide students to key resources in the UTS Library collection relating to each school and/or faculty, including books, journal databases and websites. If you have a suggestion to make with regards to the content of the study guides please contact your Information Services Librarian.

www.lib.uts.edu.au > Find > My Subject Resources > Guides

Information Skills
The UTS Library supports student learning through its Information Skills Program. This program is designed to ensure that students are able to access and use information effectively.

A range of workshops are offered. Sessions can be designed for integration into the curriculum to meet the needs of students in a particular subject.

To organise training for your class or smaller groups, contact your Information Services Librarian. For contact details visit
www.lib.uts.edu.au > About Us > Library Contacts > Information Services

To see a range of classes available to the whole community see our Tours and Workshops pages
www.lib.uts.edu.au > Help > Tours & Workshops

Referencing & Writing
Online assistance is available for teachers who use the online module resources in their subjects.

www.lib.uts.edu.au > Help > Referencing

EndNote & RefWorks
Training in the use of EndNote and RefWorks citation management software is available upon request. To organise a special session, contact your Information Services Librarian.

www.lib.uts.edu.au > About Us > Library Contacts > Information Services

Alternatively, students can register for one of the regular classes held in the Library.

For session times visit www.lib.uts.edu.au > Help > Tours & Workshops
www.lib.uts.edu.au > Help > Referencing

Building the Research Collection
The Research Collection is continuously being developed to support the research needs of UTS Staff and Students. Your suggestions help build a strong and relevant collection. To suggest new material visit www.lib.uts.edu.au > Help > Ask a Librarian

I'M A RESEARCHER, HOW CAN THE LIBRARY HELP ME?

Australasian Digital Theses Program
UTS is a member of the Australasian Digital Theses (ADT) Program. The ADT Program promotes postgraduate research by making the full text of Australian research theses available online.

Contributing a thesis to the ADT Program is free. A digital copy of the final version of the thesis should be forwarded to the Library. Details about the ADT Program and thesis submission are available on the website.

www.lib.uts.edu.au > Research > Theses

Data Archives
Search for research data archives to find sources of data or deposit your own research.

www.lib.uts.edu.au > Research > Data Archives

Finding Collaborators and Getting Grants
See who else is doing research in your field or find out how to obtain a grant.

www.lib.uts.edu.au > Research > Finding Collaborators and Getting Grants
Finding, Using and Sharing Information
Tools, workshops, tutorials and other valuable resources are located on the Library website, that will help researchers find, use and share information.
www.lib.uts.edu.au -> Research

IPR, Commercialisation and Copyright
Learn more about Intellectual Property and Copyright as well as the potential for commercial value in your research.
www.lib.uts.edu.au -> Research -> IPR, Commercialisation and Copyright

UTS Publications
Digital Theses - you can find UTS PhD Theses by searching the Library Catalogue using keywords or author etc as you would other information resources.
Research Output - the Library captures, stores, indexes, preserves and redistributes the University’s scholarly research in digital formats.
UTSePress - publishes scholarly journals, books and conference proceedings, which are peer reviewed and growing in reputation and impact. They are searchable via Google Scholar.
www.lib.uts.edu.au -> Publications

WEBLINKS

Getting Started
Opening Hours, Locations, Guides And Maps
www.lib.uts.edu.au -> Space -> Campus Maps & Hours

Getting Connected, Online Access
www.lib.uts.edu.au -> Help -> Ask a Librarian -> Online Access

Borrowing Services
MyLibrary, how to borrow, requests, returns, renewals, recalls, fines, email notices and reminders
www.lib.uts.edu.au -> Borrow

UTS Library Catalogue
www.lib.uts.edu.au

Finding Information
www.lib.uts.edu.au -> Find

Facilities
www.lib.uts.edu.au -> Space

Study Facilities
www.lib.uts.edu.au -> Space -> For Me
www.lib.uts.edu.au -> Space -> For Us

Reference Services & Assistance
Information Services Librarians
www.lib.uts.edu.au -> About Us -> Library Contacts -> Information Services

Online Assistance
www.lib.uts.edu.au -> Help -> Ask a Librarian

Support for UTS Lecturers
Booking Films, Distance Education, DRR & eReadings, Ordering New Material, Reading Lists and Reserve
www.lib.uts.edu.au -> Teaching

Support for Researchers
Blogs, Theses, Finding and Managing Information, Doing Data, Data Archives, Finding Collaborators and Getting Grants, Publishing and Promotion, Research Tools, and IPR, Commercialisation and Copyright
www.lib.uts.edu.au -> Research
What is a QR code?

A QR code is a barcode that can hold much more information than a regular barcode.

The code is scanned by the camera in a mobile device and this takes you to digital content.

It can lead you to websites, contact details, video, quizzes, PDFs, demonstrations, slides and more.

It bridges the gap between physical and digital learning environments.

Getting started

Does your phone have wifi capability and a camera?

Connect to UTS wireless network for free wifi* access while on campus “UTS-WPA”.

Download a QR code reader.

Visit http://tigtags.com/getqr to see which QR code reader is right for your phone.

Ready to go!

Take a photo of this QR code with your reader and see where it takes you!

How are we using them?

On our bookmarks and brochures so people can watch a demo rather than read text instructions.

On promotional posters linking to online news and services.

Linking to existing online resources such as our library orientation program.

Creating new content such as a video about the new Open Reserve area or how to use the self service loans machines.

Providing immediate access to digital content anytime, anywhere without the need to wait for a computer.

* On campus we have access to free wifi but if you’re somewhere that doesn’t have free wifi please be aware of data charges from your phone provider.

SOCIAL NETWORKING

Choose how you want to be part of the UTS Library social networking community.

www.lib.uts.edu.au → What’s On → Social Networking
You’ll be pleased to know that UTS Library 2012 has been printed on environmentally friendly paper and we’d ask that you also do your bit for the environment and pass this on to a friend when you are done with it.

For all general enquiries, loans, renewals and opening hours telephone 02 9514 3666.

visit www.lib.uts.edu.au → Help → Ask a Librarian for further information and assistance:

- by email
- and online chat
- or by telephone 02 9514 3666