Welcome to UTS:Library
WELCOME TO UTS LIBRARY!

The Library’s aim is to be a valuable partner in your learning, teaching and research at UTS, providing access to high quality information resources, services and facilities. As we continue to develop our collections, both online and in print, we are also improving the range of services we can offer to support your learning and research needs.

We do this to support the UTS strategic directions and our aspirations to be a world learning university of technology. 2015 will be another exciting year for UTS Library. The Library Retrieval System (LRS) is now fully operational, providing a state-of-the-art storage and delivery system for approximately 450,000 of our older and low-use print materials. We have implemented a regular delivery system ensuring these older, but still valuable, items remain readily available and have also made enhancements to our online catalogue to make it easy to find, select and request items from our ever-growing collections. When searching the catalogue I encourage you to try new features like Shelf View, which lets you browse a virtual bookshelf, and our unique Collection Ribbon, which enables you to refine your search or browse an entire subject area. We are planning more enhancements to our catalogue in 2015 and always welcome your feedback and ideas on how we can keep improving.

The new LRS has allowed us to make significant enhancements to our City Campus Library. We have increased spaces for both individual, quiet study and group work, recognising that our clients learn and research in different ways. We have also built a new space for postgraduate researchers and enhanced facilities for students using assistive technologies. The refurbishment is another milestone in the City Campus Masterplan which is transforming the UTS City Campus. It paves the way for further work, including the merger of the City and Kuring-gai Campus libraries at the end of 2015, and the development of a major new library adjacent to the Tower building from 2018.

Our new study spaces are complemented by the services and support our expert staff provide to help you succeed in your studies. We work closely with academic staff to embed information and digital literacy training within the curriculum. We also run a busy program of workshops and classes throughout the year to help students and researchers develop vital research and study skills. In keeping with the unique UTS approach to learning these classes are interactive and technology-enriched, with many online modules to provide assistance whenever you need it. I encourage you to regularly visit the Library website for news on upcoming workshops and to view our online training. Of course our staff are always happy to help in person at one of our service desks or online via our Ask A Librarian service.

It is important to us that the Library is an inspiring space which encourages curiosity and creativity. While quiet reading is a central aspect of learning and research, active sense-making and exploration are also crucial in developing new knowledge. In 2015 we will continue our ‘Curations’ series of exhibitions highlighting the diverse range of learning and research at UTS. We hope this, and other events we have planned, will encourage you to explore and discover. We want our collections, services and spaces to assist you to study, research, and create, giving you the competitive edge you need to succeed.
UTS Library provides services, resources and facilities to UTS students and staff at the City Campus and Kuring-Gai Campus, and through the Library website. Head to: lib.uts.edu.au for detailed and current information on the Library’s services and access to our large collection of online resources.

ID Card (Registration)

Borrow > Membership
You’ll need a Student or Staff ID card to borrow library materials; print, copy or scan; and access the City Campus Library. To obtain an ID card:

> STUDENTS – use your UTS or INSEARCH Student ID card to access the Library and borrow materials.
> STAFF – contact staff at the Enquiries and Loans Desk who will verify your employment details using your NEO staff account.
> INSEARCH STAFF – bring a signed authorisation form from INSEARCH stating your staff number and the expiry date of your contract.

Staff ID numbers for staff in non-continuing roles, such as visiting and honorary staff should be obtained by your faculty or unit when they complete the official process for appointing staff through the UTS Human Resources Unit. For further information please visit the HRU website at www.hru.uts.edu.au.

Access to City Campus Library

Facilities > Maps & Hours
Entry to the City Campus Library is via security gates and you will need your UTS or INSEARCH Staff or Student ID card to gain access.
The Library has a range of facilities to help you succeed in your study and research. These include spaces for quiet and group study and over 420 computers providing access to network resources.

**Spaces for Quiet Study**

Facilities > Library Spaces

Both campus libraries provide a mix of spaces to best meet your study and research needs. Quiet environments are designated areas where noise is kept to a minimum to encourage individual study. Students are asked to turn mobile phones to silent and respect fellow library users by minimising noise in these spaces. No noise at all is permitted in Silent Study Rooms.

**Individual Study Areas**

Open spaces for quiet individual study, single desks fitted with privacy screens. Please turn mobile phones to silent in these areas.

**Silent Study Rooms**

Sound-proofed rooms for silent study.

CITY CAMPUS LIBRARY: Levels 4 & 5

**Enhanced Researcher’s Space**

A quiet research space for UTS postgraduate research students and staff with access to the full range of library services and resources, power outlets for wireless laptop use, a meeting room and a small lounge area. Access is through the UTS Personal Identification Number (PIN) Access System. TO OBTAIN A PIN:

> STUDENTS please see Student Personal Identification (PIN) – use and conditions [pinaccess.uts.edu.au/spa/myspin](http://pinaccess.uts.edu.au/spa/myspin)

> STAFF please contact your faculty, institute or unit

CITY CAMPUS LIBRARY: Level 5

**Individual Study Rooms**

Bookable rooms for individual study

CITY CAMPUS LIBRARY: Level 5

**China Library**

The new China Library was gifted to UTS by the Chinese Government and it is a rich information centre filled with books, audio-visual materials, multimedia displays as well as reading and study areas.

CITY CAMPUS LIBRARY: Level 4
SPACES FOR GROUP STUDY

Facilities > Library Spaces
The Library offers many spaces for working in groups. In these spaces a moderate level of noise is acceptable, however we ask you to respect your fellow library users.

Baya Ng’ara Nura Learning Place
A welcoming space where Indigenous students can learn together with other students drawing on library resources and learning support.
CITY CAMPUS LIBRARY: Level 2

Learning Commons
A mixed purpose area to study in groups or individually, providing access to the Library’s computers as well as power and wireless access for laptop use.
CITY CAMPUS LIBRARY: Level 3
KURING-GAI CAMPUS LIBRARY: Levels 3 & 4

Group Study Rooms
Spaces for small group discussions, often with a computer as well as power and wireless access for laptops. Bookings are required: use the Room Booking application on the Library website.
CITY CAMPUS LIBRARY: Levels 3, 4 & 5
KURING-GAI CAMPUS LIBRARY: Levels 3, 4 & 5

Group Presentation Practice Rooms
Rooms with a computer, data projector and screen for practicing presentations. Bookings are required: use the Room Booking application on the Library website.
CITY CAMPUS LIBRARY: Levels 4 & 5
KURING-GAI CAMPUS LIBRARY: Level 5

Gaming Room
An interactive space housing gaming equipment including Xbox One, PS4 and Wii U as well as computers and whiteboard walls.
CITY CAMPUS LIBRARY: Level 3

Olympic & Event Studies Room
A comfortable research and study space to use the unique collection, including rare Olympic bid books, photographs and slides.
CITY CAMPUS LIBRARY, Level 5

FACILITIES

Computers
Facilities > Computer Availability
Over 420 computers are available in the two campus libraries, providing access to the Library’s electronic resources, specialised software applications and the Internet. Check online to see which computers are available.

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

Print, Copy & Scan
Facilities > Printing
Multi-purpose print, copy and scan machines can be found on all floors of both campus libraries. To print, copy or scan you will need:
> your UTS Student/Staff ID card
> to have activated your UTS Email and Access Account [visit UTS My Account: email.itd.uts.edu.au/webapps/myaccount/activation/]
> to have credit on your account by using cash or EFTPOS facilities available in the Library or online via MyMonitor.

Cashier Autoloaders and EFTPOS Reload Stations for adding credit to your account are located in the Print & Copy Room.
CITY CAMPUS LIBRARY: Level 2
KURING-GAI CAMPUS LIBRARY: Level 5

Self Service Loans Machine
Checkout is fast, easy and private. Library items can be borrowed on a self service loans machine simply by following the on-screen instructions. Receipts indicating when the item(s) are due to be returned are printed automatically.
Find

The Library has a vast array of books, journals, eBooks and eJournals, bibliographic databases, audiovisual materials and other items to help you study and research. The Library’s electronic information resources are accessible 24 hours a day through the Library website.

UTS Library Catalogue
lib.uts.edu.au
The UTS Library Catalogue lists all the material held by the UTS Library.

General Collection
UTS Library houses close to 1 million books, journals and audiovisual items. Most of the collection is available to borrow with some exceptions such as reference material and print journals. All material in the General Collection can be found through the Library Catalogue.

Find Articles
Find > Articles
Search millions of articles from one simple search box. Use the Quick Link on the Library homepage or simply enter search terms into the search box on any library webpage and select ‘Scholarly articles and online resources’ from the drop down menu.

Databases
Find > Databases
Databases are a key resource which will allow you to find journal and newspaper articles, conference papers and more. UTS Library subscribes to over 300 databases. Many databases will provide you with the full text of an article, others may only provide citation information. Some databases are subject specific, others, like Academic Search Premier and Proquest Central, cover many topics.
SFX Links
When SFX appears in your search results, particularly in databases where the full text of an article is not available, 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.

7-day Loans
The Library places one copy of each title on reading lists on 7-day Loan unless subject coordinators request otherwise. All material in the 7-day Loans Collection can be found through the Library Catalogue.

Reserve & eReadings
Reserve and eReadings are collections of high demand materials for staff and students selected by lecturers. Borrowing from the Reserve Collection and access to eReadings is restricted to UTS staff and students. Where possible, material is provided through eReadings as it allows wider access for you than print. Reserve includes books, DVDs/videos, recent issues of journals as well as lecturers’ personal copies of books. eReadings include lecture notes, journal articles and book chapters in electronic format. To find items placed in Reserve and eReadings search the Catalogue by subject number, subject name or lecturer’s name. City Campus Library clients can also browse the Open Reserve shelves.

UTS Exam Papers
Many past UTS exam papers are available online for UTS staff and students. Search the Catalogue by subject name or number, or use the Type: EXAM PAPER option to refine your search.

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 the Library.

English Language Resources
The Library has a range of online resources to help with speaking, writing and reading English.

BONUS+
BONUS+ is a collaborative service involving a number of 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 7.9 million books from participating libraries.

TO USE BONUS+:
1. search the UTS Library Catalogue
2. click the title you want from the list
3. click REQUEST THIS ITEM
4. enter your institution and submit, then name and barcode (if not already prepopulated) in the BONUS+ form
5. select pick-up location
6. click Submit

You can expect delivery from most Australian universities in 2 to 4 working days. Items coming from Western Australia and New Zealand may take up to 7 days.
Borrow

Most items in the Library Collection are available for loan. Your UTS ID card is your Library borrowing card.

What Can I Borrow?

Borrow > Borrow & Renew
Most items in the Library Collection can be borrowed by UTS students and staff. To find out about loan conditions visit the Library website.

MyLibrary

Borrow > MyLibrary
You can access your borrowing record by signing in to MyLibrary from the Library webpage. You will need your ID number and your webmail password to access MyLibrary. You can:
> check what you have on loan and when the items are due for return
> see Requests or Bookings you may have and cancel any which are no longer required
> renew items on loan
> pay fines
> 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.

Requests

Borrow > Borrowing Rules
A Request is a reservation that you can place on an item from the General Collection and 7-day Loan Collection. This includes an item that is on loan to another borrower or an item from another UTS campus library. The item will be recalled and held for you at the selected campus for you to borrow.

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

Please see following page for ‘Placing a Request’.

Please note: books that are available ‘for loan’ at the same library as pick-up will not be eligible for requesting.
Placing a Request
To place a Request:
1. search for the book or journal in the Library Catalogue
2. click on the Request Item button
3. for a journal article, enter the article’s details, ie author, title, date, volume, issue and pages
4. select a pickup location

A confirmation message will tell you if your Request has been submitted successfully.

Requesting an item or a journal article from the LRS is a simple process. Book and Journal items are delivered throughout the day at various times and can be picked up from both campus libraries.

For a guide on how to request from the LRS visit Borrow > LRS Requests.

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

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.

Fines can be paid online at:
Borrow > Fines
If you wish to pay your fines at the Library Enquiries and Loans Desk, the minimum fine payment at any one time is $10.

Library Email & SMS Notices
All Library notices (Requests, Recalls, Overdue and Fines) are 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 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. Subscribe to SMS notices online.

Borrowing from Other Australian Libraries or Institutions
You may borrow in person from any university library in Australia or New Zealand under the University Libraries of Australia and New Zealand Scheme (ULANZ). Go directly to the host library to register with proof of your current enrolment at UTS. A fee may apply.

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.
Help

You can contact Library staff for assistance with all your information needs in the Library or via phone, email or instant messaging:

Ask a librarian

Enquiries & Loans Desk
Staff at the Enquiries & Loans Desk will 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.

Librarians
For postgraduate research students and staff, subject specialists from the Information Services Department are available for individual consultations to assist with your advanced information needs for research, teaching and administrative work. Contact your Information Services Librarians for assistance or training.

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 and research. Workshops range from an Introduction to Library Research to help you get started, to advanced Research Skills for postgraduates and staff. Subject-based classes may also be organised by your lecturer.

In addition, the Library works with the University Graduate School to offer a variety of research support workshops. For more information visit the UTS: Graduate Research School website:
ggradation.uts.edu.au
Online Help
You can access a range of online tutorials and demonstrations to assist you in using the Library’s resources, finding information and studying successfully. These can be accessed via the Help section on the Library website and include:

STUDY SKILLS
Help > Study Skills
A collection of helpful online tutorials and tips on topics such as Doing Assignments, Writing, Reading & Speaking, Presentations and Group Work.

REFERENCING
Help > Referencing
An in-depth guide to correctly referencing your assignments with clear examples of the Harvard UTS Style which is the main style used at UTS. You will also find help in using bibliographic management software such as EndNote and RefWorks.

YOUTUBE CHANNEL
youtube.com/user/UTSLibrary
Find videos to help you get started using the Library and finding information in the Catalogue and databases. There are videos for each faculty demonstrating subject specific resources.

EndNote & RefWorks
Help > Referencing
EndNote and RefWorks are citation management software which allow you to collect, store and organise references, insert references into word processed documents and create bibliographies.

EndNote can be downloaded from the Library website and RefWorks is accessible online. The Library offers workshops, and extensive online help in using this software.
The Library partners with academic staff to support student learning. Assistance is provided in developing information literacy skills and delivering high-use, copyright compliant subject resources.

**Information Services Librarians**

Librarians in the Information Services Department of the Library support the information needs of UTS staff and students from all faculties and administrative divisions with a three team structure.

**ARTS & SOCIAL SCIENCES**

This team supports the Faculty of Arts and Social Sciences, and the Faculty of Design, Architecture and Building.

**BUSINESS & LAW**

This team supports the Faculty of Business, and the Faculty of Law.

**SCIENCES & TECHNOLOGY**

This team supports the Faculty of Engineering and Information Technology, the Faculty of Health, the Faculty of Science and the Graduate School of Health.

**Selecting & Organising Reading List Material**

For new subjects or to amend an existing subject reading list, please contact your Information Services Librarian. At least one copy of any item on a reading list is placed on 7-day Loan. You can also request that copies be placed in Reserve or eReadings (using the Digital Resources Register) if you anticipate high demand.

To order new material submit an online request or contact your Information Services Librarian.

Please bear in mind that 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.
Do you need help with the preparation of your course readings? This service locates, digitises 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 Library will email you a link to your eReadings which you can add to your UTSOnline subject for students to access. eReadings are also via the Library Catalogue.

For general copyright information, including the amounts you can copy from a range of sources, visit:
Learning > Copyright and UTS

Reserve Material
Learning > Course Material > Reserve
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. Request forms are available online.

Distance Mode Students
Help > Support for Student > Regional & Remote 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 print journals and book chapters held in the UTS Library to remote students. Unfortunately we are unable to post books to students. UTS Library has reciprocal agreements with other university libraries in Australia and New Zealand. Students can borrow in person from these libraries.

Study Guides for Students
Help > Study Guides
Online Study Guides are created by our staff to guide students to key resources in the UTS Library Collection relating to each faculty and/or school, including books, journal databases and websites. Librarians can also customise a Library subject guide suitable for inclusion in subject outlines or UTSOnline upon request.

Information Skills
Learning > Information Literacy
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 is 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.

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

EndNote & RefWorks
About Us > Library Staff
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.

Alternatively, students can register for one of the regular classes held in the Library. For session times visit:
Help > Tours & Workshops
Research

The Library provides a range of services to UTS researchers. Visit our website to see the full range of services available to researchers, which will assist you in undertaking research, managing your research data, publishing, and increasing your research impact.

Research Assistance
Home > Research
The Library motto for supporting research is “Save me time, make me famous” and we offer workshops and online tutorials on a range of topics to assist researchers to work more efficiently and increase the impact of their research.

Building the Research Collection
Help > Ask-a-Librarian
The Collection is continuously being developed to support the research needs of UTS staff and students. Your suggestions help build a strong and relevant collection. You can suggest new material online.

UTS Digital Theses Collection
Research > Theses
Postgraduate research students at UTS who have received confirmation they have completed their degree should submit a digital copy of the final corrected version of their thesis to the UTS Digital Theses Collection. Your thesis will be more visible to others, increasing your chances of citation. Details about the collection and the thesis submission form are available on the website.

UTS ePRESS
Home > UTS ePRESS
UTSePress provides an avenue for the dissemination of UTS research. UTS ePRESS ‘unlocks research’ by making high-quality, open-access research available to the world.

UTS ePRESS publishes open access, scholarly journals, books and conference proceedings, which are peer reviewed and growing in reputation and impact. They are searchable via Google Scholar as well as the Library Catalogue.

The UTS Repository, OPUS - Open Publications of UTS Scholars, stores, indexes, preserves and redistributes UTS research output in digital format in the form of journal articles, book chapters, conference papers and grey literature.
About Us

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

Policies, Rules & Guidelines

About Us > Policies & Guidelines

Please check online for current library information.

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 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.

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

Copyright and Intellectual Property

About Us > Policies & Guidelines

Copyright and UTS

Before copying material for your work, study, research or teaching purposes you should be aware of the amounts you can copy and use.

Australian Copyright Law protects a range of material including written material, tables and compilations, designs, drawings (including maps and plans), paintings, photographs, sculpture, craft work, films (such as feature films, television programs, commercials and computer video games), software (such as computer programs and databases), sound recordings, performances and broadcasts (including podcasts and vodcasts of these) and text, including websites and emails and the typographical arrangement in a published edition of a work.

Restrictions apply to how much you can copy and use. UTS also has policies which apply to the material (the intellectual property) you generate as a student, researcher or teacher at UTS.

Check important information about copyright and intellectual property online.
Cnr Quay Street & Ultimo Road,
Haymarket

POSTAL ADDRESS
PO Box 123,
Broadway NSW 2007
Australia

SEMESTER OPENING HOURS
MON – THURS 8:00AM – 10:00PM
FRIDAY 8:00AM – 9:00PM
SATURDAY 10:00AM – 6:00PM
SUNDAY 10:00AM – 6:00PM
Kuring-Gai Campus

LOCATION

Eton Road,
Lindfield

POSTAL ADDRESS

PO Box 222,
Lindfield NSW 2070
Australia

SEMESTER OPENING HOURS

MON – THURS 8:00AM – 9:30PM
FRIDAY 8:00AM – 6:00PM
SATURDAY 10:00AM – 5:00PM
SUNDAY 10:00AM – 5:00PM
EVENTS
Visit the Library website to view our calendar of events.
lib.uts.edu.au/events

CONTACT DETAILS
If you require any further information or assistance, please ask our Librarians through email or online chat:
Help > Ask a Librarian

Or please contact us by telephone:
(02) 9514 3666

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DESIGN: Joanna Grygierczyk

This guide has been printed on environmentally friendly paper. We’d ask that you do your bit for the environment and place it in the Guide Recycle Box located in the entrance of the library when you’re done with it.
Recycle Me

Please do your bit for the environment and place this guide in the Guide Recycle Box located in the entrance of the library when you’re done with it.