



## QUICK GUIDE

- Free access to physical resources in-library
- Borrowing rights if you join
- Photocopying facilities available
- Search the Library Catalogue from home
- Free access to certain electronic resources from Library Catalogue terminals
- No printing
- No Internet or computer access
- No word-processing or email
- No access to password protected resources
- No bookings for Library Catalogue terminals

## PHOTOCOPYING

Visitors need to obtain a photocopy card and add copy credit at the autoloader via a Debit Card, See Library staff for further information or visit [newcastle.edu.au/library/access/print-and-photocopy](http://newcastle.edu.au/library/access/print-and-photocopy)

All copying must comply with Australian Copyright Legislation [newcastle.edu.au/library/support-for-researchers/copyright](http://newcastle.edu.au/library/support-for-researchers/copyright)

## SEARCH THE CATALOGUE

In addition to using the designated Library Catalogue (NewCat+) terminals available in-library, community visitors can search the Library Catalogue from any computer with internet access. To search visit the Library website

[newcastle.edu.au/library](http://newcastle.edu.au/library)

The Library Catalogue is also accessible via mobile devices [newcastle.edu.au/library-catalogue](http://newcastle.edu.au/library-catalogue)



Scan this QR Code with your mobile phone's camera app to view the catalogue

# COMMUNITY LIBRARY GUIDE



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA

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## THE UNIVERSITY ART GALLERY AND MUSEUM

The University Gallery and the Senta Taft-Hendry Museum are situated in the GS building at the Callaghan Campus and present varied exhibits throughout the year.

### Opening Hours

Please phone (02) 4921 5255 or visit the University Gallery and Museum website: [newcastle.edu.au/university-gallery](http://newcastle.edu.au/university-gallery)

## ARCHIVES AND CULTURAL COLLECTIONS

Cultural Collections is the home of the historical and cultural memory of the University and its regional context, located on Level 2 of the Auchmuty Library. It includes:

- Rare books
- Higher Degree print theses
- Local history
- Historical images
- Regional archives
- Maps
- Exhibitions
- University archives
- Conservator.

For more information visit [newcastle.edu.au/library/access/places-and-spaces/cultural-collections](http://newcastle.edu.au/library/access/places-and-spaces/cultural-collections)

## OURIMBAH LIBRARY

The Ourimbah Library services both the University and Hunter Institute of TAFE communities on its multi-sector campus. More information can be found at [newcastle.edu.au/library/access/places-and-spaces/central-coast](http://newcastle.edu.au/library/access/places-and-spaces/central-coast)

## INDIGENOUS RESOURCES

The University Library collaborates with The Wollotuka Institute to provide Indigenous Library resources. Specialised resources are available at the Callaghan Campus from the Auchmuty Library and in the Huxley Indigenous Collection. At the Central Coast Campus, the Wollotuka Institute is located within the Ourimbah Library. More information can be found at

[libguides.newcastle.edu.au/aboriginal](http://libguides.newcastle.edu.au/aboriginal)

## HIGH SCHOOL BORROWING PROGRAM

The University of Newcastle Library offers local secondary school students the opportunity to get a head start on their tertiary studies by joining the University Library at a reduced rate. Membership allows high school students to borrow from the University Library collections. More information can be obtained from

[libguides.newcastle.edu.au/highschoolstudents](http://libguides.newcastle.edu.au/highschoolstudents)

## HYPERJINKS

The Library has created Hyperjinks High, which is a learning tool to help students develop information literacy skills that will assist them throughout their school years and beyond. More information can be found at

[newcastle.edu.au/library/hyperjinks-high](http://newcastle.edu.au/library/hyperjinks-high)



# COMMUNITY ACCESS

The University of Newcastle has a large physical collection of books and journals that members of the community can access free of charge in-library. Community visitors are able to borrow items by becoming a member of the Library.

Community visitors may access some of the Library's electronic resources, such as eJournals and eBooks, at designated Library Catalogue terminals, where licensing agreements permit.

**LIBRARY OPENING HOURS**  
There are several Library locations, all open extended hours. For more information please visit [newcastle.edu.au/library](http://newcastle.edu.au/library)

**CONTACT THE LIBRARY**  
Please visit the Library website for contact information [newcastle.edu.au/library/help-and-information](http://newcastle.edu.au/library/help-and-information)

## BORROWING

Members of the community are able to join the University Library. Various borrowing rights are available for:

- Visitors using the Library
- Graduates of the University
- Previous staff of the University
- High School Borrowing Program (see section)
- TAFE students and staff
- Other Institutions

For more information see [newcastle.edu.au/library/borrow/other-users](http://newcastle.edu.au/library/borrow/other-users)

# PHYSICAL RESOURCES

**BOOKS AND JOURNALS**  
The University Library maintains a large collection of physical items, including over 1.3 million books and over 10,000 journal titles. Community visitors can access the majority of this collection free of charge in-library.

**MICROFORMS**  
The University Library has an extensive collection of microfilms and microfiche. Microform equipment is available at the Auchmuty and Ourimbah Libraries - see Library staff for more information. Printing is not available, however where applicable documents/pages may be saved to a USB Drive. Microform usage may be limited during times of high staff and student demand.

**LIBRARY PIN**  
Community borrowers need to create a Library PIN to use the self-check units and access the features of 'MyLibrary'. To create or reset your Library PIN please visit <https://encore.newcastle.edu.au/iii/cas/login>

**MYLIBRARY**  
MyLibrary is your personal library space. You can:

- View and renew your loans  
Please note: Items that have holds or have reached the maximum number of renewals cannot be renewed and should be returned by the due date.
- Check and manage your holds
- Save your favourite searches
- Keep a record of what you have borrowed (opt into 'Reading History')
- Change your Library PIN

**LOAN PERIODS**  
Loan periods and privileges vary between Community Borrower types, starting with 15 books and 15 audiovisual (AV) items for 2 weeks. A receipt is issued at each transaction detailing the due date for each item, which can also be viewed on 'MyLibrary' (see above). For more detailed information on borrowing rights and loan periods please visit [newcastle.edu.au/library/borrow/other-users](http://newcastle.edu.au/library/borrow/other-users)

**RETURNING ITEMS**  
Items loaned from our collections can be returned at any University of Newcastle Library.

**REQUESTING ITEMS FROM OUR LIBRARIES**  
Items can be requested for delivery between Callaghan, Newcastle City, and Ourimbah Libraries. To place a request, click the 'Request it' button in the Library Catalogue and follow the prompts.

**FINES**  
Fines apply on overdue material. Once accrued fines reach the nominated limit (typically \$10.00), this amount must be reduced before borrowing privileges are restored. For more information please visit [newcastle.edu.au/library/borrow/overdues](http://newcastle.edu.au/library/borrow/overdues)

**SUGGESTIONS AND FEEDBACK**  
Your feedback regarding our services is valuable. It presents us with an opportunity to continuously improve our services. Please provide feedback online from the link at [newcastle.edu.au/library/help-and-information](http://newcastle.edu.au/library/help-and-information)

# ELECTRONIC RESOURCES

**WHAT CAN BE ACCESSED?**  
Community visitors may access the Library's electronic resources from designated Library Catalogue terminals during Library opening hours. Please note: access will vary according to current licensing agreements. Electronic resources designated as accessible to 'Walk-in users' may be accessed by community visitors. Access is available in-library only.

**WHERE IS ACCESS AVAILABLE?**  
Dedicated Library Catalogue terminals are located at:

- Auchmuty Library (Callaghan) – Levels 2, 3 and 4
- Huxley Library (Callaghan) – Level A
- Newcastle City campus Library (NeW Space) – Level 1
- Ourimbah Library (Central Coast) – Ground Level
- Please ask Library staff for directions.

Resource	Search	Save
eJournals / databases with content open through Library Catalogue <sup>[1]</sup>	Yes	USB Drive <sup>[2]</sup>
eJournals / databases with closed content requiring passwords	No	No
eBooks with content open through Library Catalogue <sup>[1]</sup>	Yes	USB Drive <sup>[2]</sup>
eBooks requiring accounts or passwords	No	No
Internet Access	No	No
Email and printing	No	No

[1] Not all electronic content may be available to community visitors via the Library Catalogue, depending on current licensing agreements.

[2] Some content may be in a format unable to be saved from the Library Catalogue to USB Drives (eg. Flash, HTML).

Where applicable, documents accessed via the Library's electronic resources may be saved to a USB Drive, subject to Copyright Legislation.

The Library is unable to guarantee access to electronic resources during times of high student demand, and bookings are not able to be made for designated Library Catalogue terminals.

Please also note that the University Library is unable to provide community visitors with general access to the Internet, email, printing, or word-processing.

For more information and help accessing applicable Library eResources please see Library staff.

**ALTERNATIVE RESOURCES**  
**State Library of New South Wales**  
The State Library has an extensive collection of electronic resources for NSW residents. For more details visit [sl.nsw.gov.au](http://sl.nsw.gov.au)

**Public Libraries**  
Public libraries offer a range of electronic resources which can be accessed from home. Please see your local library's website for further details.