

Interlibrary loans

The Library is able to obtain books and journal articles for you from other libraries. An online request form is available on the Library's web pages. For more information see www.library.unisa.edu.au/ill/default.asp

Photocopying, scanning and colour printing

These facilities are operated by using a card provided by your school or unit or a card from a vending machine in the Library. Photocopying, scanning and printing are subject to copyright provisions. For charges see www.library.unisa.edu.au/services/printing.asp

Copyright and digitisation of resources

The Library can assist you with copyright compliance and digitisation. For further information see www.library.unisa.edu.au/drs/copyright.asp

Borrowing from other Universities

As a staff member of the University of South Australia you can borrow directly from the University of Adelaide and Flinders University using your Library card. Access to the catalogues of these university libraries is provided via the UniSA Library catalogue.

Library services for people with disabilities

Assistance is available for people with disabilities. Each metropolitan campus has an adaptive technology suite with specialised computer facilities. Speak to the Library staff at your campus.

Using the Library

- work quietly so as not to disturb others
- consider other clients' needs
- turn off mobile phones in quiet study areas
- do not leave valuables or money unattended anywhere in the Library

Contact the Library

Phone: 1300 137 659

Email: ocls@unisa.edu.au

Chat: www.library.unisa.edu.au/questionpoint/chat.asp

Library Locations

City East
Brookman Building (B)
Cnr Frome Road & North Terrace
Adelaide 5000

City West
Catherine Helen Spence
Building (CS)
61-73 North Terrace
Adelaide 5000

Magill
A and B Building, Level 2
St Bernards Road
Magill 5072

Mawson Lakes
C Building
Mawson Lakes Boulevard
Mawson Lakes 5095

Whyalla
L Building
Nicolson Avenue
Whyalla Norrie 5608
Desk: 8647 6040

Virtual Library Tours

www.library.unisa.edu.au/virtualltour

Opening hours

For information about opening hours phone 1300 137 659 (all campuses) or check our website.

More about the Library

Details of all library services, locations and specialised topic guides are available on the Library website at www.library.unisa.edu.au

Academic and Professional Staff Guide





Welcome to the University of South Australia Library

The Library plays a significant role in supporting the University's teaching, learning and research mission through the provision of relevant information resources and associated services. This includes

- **The Research collection** with over 700,000 monographs and print journals together with a rapidly expanding collection of electronic resource holdings, including over 32,000 electronic journal titles, 24,000 ebooks, 16,000 ereadings and 350 databases. Other resources include manuscripts, pictorial and AV materials
- **arrow @UniSA** A digital archive showcasing the University of South Australia's research and intellectual output to the world
- **Academic Library Services.** Designated teams of librarians design and deliver value added services tailored for the learner, teacher, researcher and scholar
- **Copyright advice.** Guidance about rights and responsibilities which might arise through the use of third party copyrighted works
- **The Digital Resource Service** manages digital course readers in support of the University's teaching and learning programs and ensures that digital material is access and rights compliant. Access is provided to all digital readings via the Library Catalogue and Course home pages
- **The Off Campus Library Service** provides phone and online assistance in the use of the Library's resources and services. It also provides electronic and postal delivery of documents and items for loan to external students and regional staff of UniSA

Staff and students of the University may borrow from and use any Library at any campus and other Australian university libraries.

Ask the Library: www.library.unisa.edu.au/questionpoint/ask.asp

The Library seeks improvement and you can help by giving us feedback on our services and resources.

Library catalogue

All University of South Australia holdings are listed in the catalogue which is accessible from the Library homepage. Eresources can be accessed using the catalogue.

Use the **My Record** function to check or renew items you have on loan, the status of requests placed, and any outstanding demerits or fees. It also shows any saved records or searches.

Requests

You may request an item on loan to another borrower or held at another campus, via the catalogue. When it is available you will be advised by email, and the item will be held for 4 days at the campus of your choice. 4 hour loan items cannot be requested.

Borrowing

- You need your library card to borrow and to use the self service loan machines
- New staff: If you have not received a Library card come to the Service Desk at any campus to check your borrower status
- You may have up to 50 items on loan at one time
- You may borrow from any campus library
- You may request books from other campuses to be delivered to the campus of your choice
- You may request photocopies of journal articles from other campuses
- Please inform the Library immediately if you lose your card. You are responsible for all items borrowed on it

Returns

You can return items at any campus through the chutes in the Library. After hours chutes are available. 4 hour loans should be returned to the campus from which they were borrowed.

Renewals

Items not in demand may be renewed up to 4 times. You can do this using **My record** on the Library website or via the catalogue.

You can use **My Library** via My Resources in the Staff Portal.

Demerit points and fees

The Library uses demerit points to encourage the return of borrowed library materials on time. Borrowing privileges will be suspended at a rate of 1 week for every 60 demerit points. Invoiced items incur a non-refundable fee of \$20. See the Library website for more details. www.library.unisa.edu.au/services/borrowing/demerits.asp

Loan periods

Main Collection and Teaching Resources Collection (TRC)

- 4 weeks subject to recall

High Demand and Restricted Loans

- 4 hours or 4 days

Reference Collection and Journals

- Consult in the Library

Service Desk

Staff at the Service Desk can show you how to use the catalogue and answer questions about collections and services.

Ask the Library

Use our online service if you have any questions about the Library or need assistance with accessing or finding resources and services. www.library.unisa.edu.au/questionpoint/ask.asp

Academic and Research Services

Each Academic Division and research concentration of the University has a team of librarians who provide training programs and resources to support your teaching and research. Contact your Academic Librarian team to discuss services, including assistance with new electronic information resources in your area of specialisation, the information literacy needs of your students, and the purchase of new library material. For assistance go to www.library.unisa.edu.au/about/contacts/als.asp