

Transcript – Library Essentials. Welcome to your library.

Introduction:

Welcome to your library! We offer virtual access to our online collections through the library website 24/7

Today we are going to unlock some key features of the Library to help you with your studies.

Library Search

Let's begin by finding resources online by typing keywords, titles or authors into Library Search. Using this search tool, you can find books, journal articles, videos and other items, both in our physical libraries and online. For this example, I am going to search the keywords 'nursing' and 'leadership', and press enter, or click the magnifying glass icon. The results page will display, where you will see how many records have been returned. On the left-hand side of the page, you will see the filters. This is where you can limit your results. You can narrow down to show 'peer-reviewed' or select a specific resource type, such as 'articles' or 'books/ebooks'. You can select the location if what you're looking for is a physical item, and you can even amend the date range if you require resources from a specific date range

[Online]

You can see which results are online by the phrases 'online access' or 'online access available'. If you select the link, you will be taken to the library record, which shows more information, like 'title', 'author', 'subjects' the resource covers and more. Scrolling back up again to the 'View Online' section, you will be shown a database, or multiple databases where this resource is located. Selecting any link will take you where you need to go. Sign in using your Student number plus your password if prompted to. Once you're logged in, you will be able to view the article, and you may need to go a step further and download a PDF to get extra information such as page numbers.

[Physical]

Back to our library search results. We can narrow down to 'physical items'. Sometimes you will need to select a library record to see more information, as there could be multiple editions and versions of a particular item. You will be able to tell a physical item from the phrase under the record saying 'Available at' Bundoora, Bendigo, Albury Wodonga, or 'and other locations' which indicates that there are multiple copies of the items at multiple campus libraries. Clicking on the record, and scrolling down, we can see the same details that we previously covered on Online books, such as title, author and subjects. In the 'Request Options' section we can view which libraries hold this item; how many copies there are; how many of those that are available, and if there are any requests. This indicates that a patron has placed a hold on this item and will be next in line to borrow it.

How to Request

If a physical item you require is located at a different campus or if it is out on loan, you can request it, to be delivered to your campus. To do this; you will need to 'Sign in' via the 'Sign in for more options' section. Once you are signed in, you will notice that the option to 'request' has appeared. Click on that, select your campus from the drop-down list, and click 'Request'. You will receive an email to your student email address once this item is ready to be collected from the hold-shelf at your campus library. It generally takes from 2 business days to a week, for the item to arrive to your campus.

[Remote]

Students who meet eligibility requirements for Remote delivery can request for items to be delivered to their home address. When choosing a pickup location they can select the option 'Remote Delivery: Remote Address'

Document Delivery

If there is a book or a journal article that you require for your research that the Library does not have you can request it through our Document Delivery Service. This service is available to all staff and students. Sign into Library Search, or your Library account. Select Document Delivery from the menu at the top of the page. Complete as many fields as you can, and submit the form. Library staff will source these items for you from another institutional library. You will receive an email to your student email address to say it is ready to collect from your campus library.

Physical items on shelf

For an item that is available on the shelf at your campus, the information you will need to note, is the campus; collection and call number. Keep in mind that there may be a number of collections at your campus library. Using this information, you will be able to locate the item off the shelf. However, in some cases, you may need to request items that are located at your campus, or you may need to contact Library Staff directly.

ID Card

Your student ID card is used to borrow items from the library, for printing and photocopying, for building access and as ID during exams. Order your card by searching 'Student ID card' in the search bar of the La Trobe webpage. After you place your order and submit your photo, you'll receive a confirmation email to your student email address. Another email will be sent a few days later, but this can be up to a week at peak times, to let you know if your submitted photo has been approved or not. If your photo is rejected, you will need to go through the ordering process again to submit a new photo. Please allow 3 working days for your Student ID card to be ready for collection at Bendigo and Bundoora campuses, and 5 to 7 working days on all other campuses and bring a government-issued photo ID like a passport or a driver's licence.

Contact Us

If you have library questions, you can chat with us through LibChat. You will find the icon located on Library webpages. This is a live text service staffed by librarians and it's great for on-the-spot support with queries on referencing, borrowing or finding and accessing information. Find more ways to connect with Library Staff through 'Contact us' found on the Library Homepage, or through the 'About' section.

Reading Lists

Academics and Library staff work together to gather your readings for each subject to make them easier to access. This is known as a Reading List. You can access reading lists through your LMS or the Library website. This example will demonstrate how you can find them through the Library website. Click on the drop-down arrow in the Study Support Tab and select Reading lists. Type in your subject code, or the name of your subject, and select the list from the results shown. Your reading list may be a mixture of online articles, eBooks, books or videos. Selecting any of these resources shows further details including availability at La Trobe campuses. You may also need to log in with your student ID number and password to view digitised book chapters, ebooks and articles.

Expert Help Guides

Expert Help guides are created by library staff and are available 24/7 to help you with your study. They can be found in the drop-down section of Study Support from the Library homepage. By expanding on "Essential Tools" you can see guides on how to use eBooks and EndNote. In the "Finding Information" section, there are guides on using Google and Google Scholar and how to write book reviews, or literature reviews. There are also discipline-based areas such as business, education and humanities. Expanding on Health displays a list of help guides, one of which is Nursing. For example, by opening the nursing guide it shows a variety of information and support to help those students studying nursing.

Referencing Tool

Library staff have put together a handy set of guides to assist you with referencing, called the Academic Referencing Tool. It can be found in the drop-down section of Study Support from the Library Homepage. The style you need to use should be listed in your subject learning guide in the LMS but, if not, check with your Subject Coordinator. For this example, we're going to take a closer look at the APA7 referencing guide. It is laid out into categories located on the left-hand side, displaying information on in-text referencing using direct quotations or paraphrasing. As well as instructions on how to set out an article written by two authors in the reference list; Plus advice on capitalisation – whether to use sentence or title case, And plenty more to explore

Achieve@uni

Library and Student Learning staff created a resource supporting undergraduate students in developing their academic and learning skills. This is known as Achieve@uni and can be found in the drop-down section of Study Support from the Library Homepage. It is a series of individual guides to help you with your; study skills: such as time management and note taking. writing skills: such as academic language, linking words, and grammar. referencing skills: such as knowing what, when, why, and how to reference. maths skills: such as statistics, probability and hypothesis testing. plus plenty more to explore.

English for Success

The Library has developed a suite of microlearning modules aimed towards international students who may struggle with Academic English and transitioning to study in Australia. Students will be automatically enrolled in the English for Success modules and can access them in their LMS. Topics covered in these modules are: Studying in Australia, studying expectations, Independent Learning Skills, English language support, Academic Writing in Australia and Assessment Support. These modules are available to all domestic and international enrolled students.

Book an Appointment

Students can book one-on-one appointments with an Academic Skills and Language Advisor who help with study and academic writing skills and assignment planning. Or a Librarian who can help with referencing and finding credible information. Once signed into Career Hub, you can see suggestions on how you can be best prepared for your appointment. You can limit by staff member, or campus, then select the right appointment type for your study needs. A calendar view will display available appointments. Select the day then the time. Fill in a few more details, and book. A confirmation email will be sent to your student email address.

PLAs

PLAs are experienced students from various disciplines trained to help you with your study and assessments. They are available face-to-face and online at all campuses. To view their availability, select the drop-down section of Study Support from the Library Homepage and then 'get one-to-one support'. In the PLA box, click 'check support hours' you will be taken to a page that lists the days, times and locations where you can get PLA help face-to-face. Further down the page, you can see the online times PLAs are available to chat.

Studiosity

As a student, you will have access to Studiosity, an online academic advice service. Studiosity can be found in the drop-down section of Study Support from the Library Homepage and selecting 'get one-to-one support'. Studiosity is free for students, and you are given nine interactions a semester to connect with them. Connect live through their chat service or submit draft essays and receive writing feedback on topics such as essay structure, spelling and grammar before you 'turnitin'.

Discipline Hubs

The Discipline Hubs aim to provide additional support to students who are doing courses which involve maths, science and coding skills. The Hubs can be found in the drop down section of Study Support from the library homepage and selecting get one-to-one support. Each hub has their own LMS site in which weekly help sessions are advertised and self-paced asynchronous resources are posted. The support is designed to include general assistance and specific subject support in those three discipline areas. The support is provided online through Zoom and face -to-face and no bookings are needed. Please visit Maths, Science and Coding Hub LMS site to learn more about each hub!

Training and Workshops

View current library training and workshops by calendar in the 'What's On' box on the library homepage. Or view upcoming events to see what will be on offer. The library delivers classes on finding information, referencing and endnote and more. Just select a class or session you want to attend and register.