December Holiday Hours

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Dec</td>
<td>10th Dec</td>
<td>11th Dec</td>
<td>12th Dec</td>
<td>13th Dec</td>
</tr>
<tr>
<td>8am to 5pm</td>
<td>8am to 5pm</td>
<td>8am to 5pm</td>
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</tr>
<tr>
<td>16th Dec</td>
<td>Closed</td>
<td>17th Dec</td>
<td>18th Dec</td>
<td>19th Dec</td>
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<tr>
<td></td>
<td></td>
<td>8am to 5pm</td>
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<td>19th Dec</td>
<td>20th Dec</td>
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<td></td>
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<td>8am to 5pm</td>
<td>8am to 5pm</td>
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</tbody>
</table>

Please note we are closed on the 16th of December.

The library will be closed from the 23rd of December and open again on the 6th of January.

January Holiday Hours

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th Jan</td>
<td>7th Jan</td>
<td>8th Jan</td>
<td>9th Jan</td>
<td>10th Jan</td>
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<tr>
<td>8:30am to 5pm</td>
<td>8:30am to 5pm</td>
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<tr>
<td>13th Jan</td>
<td>14th Jan</td>
<td>15th Jan</td>
<td>16th Jan</td>
<td>17th Jan</td>
</tr>
<tr>
<td>8:30am to 5pm</td>
<td>8:30am to 5pm</td>
<td>8:30am to 5pm</td>
<td>8:30am to 5pm</td>
<td>8:30am to 5pm</td>
</tr>
</tbody>
</table>

INSIDE THIS ISSUE

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- Featured eBooks
- Subject of the Month – Study Skills

LIBRARY BLOG

https://hunertafe.libguides.com/blog

NEWSLETTER

If you would like to be notified via email as new issues become available, please contact Carolyn Harding on x53718 or email carolyn.harding@tafensw.edu.au

CONTACT US

02 49237725
02 49237728
hunter.newcastlelibrary@tafensw.edu.au

OPENING HOURS

Monday – Thursday
8:00am – 7pm
Friday
8:00am – 5pm

December 2019
FEATURED eVIDEOS

10 Things not to do in an Interview
Presented in the style of the BBC series, 'The Office', this mockumentary takes a comical and refreshing look at what not to do in a job interview. This program will arm jobseekers against making these 10 mistakes in their next interview.
*Duration: 25 min. Year: 2006*

Career pathways in building
This Australian-made, curriculum fit program looks at the building industry. We investigate key jobs in carpentry, bricklaying, plumbing, electrical work, architecture and real estate. Highlights the training and experience required to work in that industry.
*Duration: 22 min. Year: 2010*

Career pathways in retail
This Australian-made, curriculum fit program highlights the large number of jobs available in retail, and the skills required. Highlights pathways available in the industry and the training courses available.
*Duration 22 min. Year: 2012*

How to succeed at work experience (series)
Preparing for work experience, Employer expectations, Employability skills, Benefits of work experience, workplace health and safety and Expectations v reality.
*Duration 35 min. Year: 2019*

For more Jobs skills video click [here](#).
ASK US SERVICES

To access any of the services listed below, please go to the Ask Us page found at: https://huntertafe.libanswers.com/

- **Ask a Librarian** online support tool
- **Hold Request** for reserving a library item currently on loan
- **Inter-Library Loan Request** for requesting a library item from another TAFE NSW Library
- **Pin Request** to view your library record online on the TAFE Library Catalogue.

FEATURED BOOKS & DVDS

- **READ to blitz your THIS year 12 exams BOOK**
- **EXAM STRESS? NO Worries!**
- **Writing Resumes & Cover Letters for Dummies**
- **INTERVIEW SUCCESS: Job Winning Strategies**

- 371.26/SMIT
- 371.26019/DORL
- 650.142/MACC
- 650.144/INT(DVD)

FEATURED eBOOKS

- **The RUBBER BRAIN**
- **CAREER MATCH**
- **DEALING WITH DIFFICULT PEOPLE**
- **GO HOME EMAIL FREE**

TAFENSUDEAU.AU  December 2019
Subject of the Month – Study Skills

BOOKS

<table>
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<tr>
<th>Title</th>
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<tr>
<td>Study Skills</td>
<td>510.2462/ALLD</td>
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<tr>
<td>MATHEMATICS FOR ELECTRO-TECHNICIANS</td>
<td>510.246208/MARS</td>
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<tr>
<td>Electrical Mathematics for Technicians</td>
<td>374.012/SPEN</td>
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<tr>
<td>Math, Health Care Professionals</td>
<td>510.2461/KENN</td>
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<tr>
<td>Understanding Maths</td>
<td>610.730994/NURS</td>
</tr>
<tr>
<td>DATABASE</td>
<td>510/LAWL</td>
</tr>
</tbody>
</table>

eBOOKS

LinkedIn Learning

Getting Started with Microsoft 365

LIBRARY GUIDES

Careers and Job skills

Digital Citizenship

Study Skills

Referencing and Research Help

DATABASE

Writer’s Reference Center

Need help with writing fundamentals such as grammar and punctuation? Why not check out the Writer’s Reference Center. Also includes dictionaries and a thesaurus.

TAFENS.WEDU.AU

December 2019