Welcome
Welcome back for Semester 2. Library Hours remain the same:
Monday-Thursday 8:30-6:00
Friday 8:30-1:00
From 1st August Lisa Hodge, who many of you may know from Newcastle Library, will be working at Hamilton. Please make her welcome.

Office 365
There is an offer from Microsoft where TAFE students can get Microsoft Office 365 Education for free. They will need a TAFE NSW Email address to verify their enrolment & will therefore need a current username & password to access this. If they don't have this information please ask them to see Library staff or Student admin. The address to download from is http://www.Office.com/GetOffice365
Students will be asked to create a Microsoft 365 account & will have to login each time to access Office 365. TAFE Staff cannot assist with the retrieval of this password so they must write it down or remember it. Access to Office 365 finishes when they complete their course or are no longer enrolled.
*Staff may use the same website.

Databases to Try
Academic Search Complete [EBSCO]
More than 8,500 full-text periodicals, including more than 7,300 peer-reviewed journals. Strong coverage all major disciplines at a tertiary level.

ANZRC Plus - Australian & New Zealand Reference Centre [EBSCO]
Full text Australasian and international magazines, newspapers (News Limited and Fairfax newspapers), reference books, biographies, and an image collection - includes Choice Australia and The Australian Financial Review.

Login using your TAFE username & Password

For instructions on how to link to Library Databases go to the following Equella Link https://share.tafensw.edu.au/share/items/ed659085-18ee-f59b-fd6d-d2ae67d53d8b/1/

These will be relevant to anyone creating and delivering course content online - it explains how to link to and embed our large collection of eBooks, eVideos, eJournals - and how to link directly to individual journal articles and Australian Standards as well. Due to many of our databases now being authenticated by TAFE username and password, this is now easier than ever.

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Libguides

Just a reminder to encourage your students to use our range of Libguides on different subjects

- Aboriginal Studies: http://huntertafe.libguides.com/aboriginal_studies
- Alcohol & Other Drugs: http://huntertafe.libguides.com/drugs
- Baking: http://huntertafe.libguides.com/baking
- Community Services: http://huntertafe.libguides.com/community
- Hospitality: http://huntertafe.libguides.com/hospitality
- Mental Health: http://huntertafe.libguides.com/mentalhealth
- Travel Tourism Event Management & Outdoor Recreation: http://huntertafe.libguides.com/tourism
- Work Health & Safety: http://huntertafe.libguides.com/whs

These all include links to Databases & eBooks, Newsfeeds, Websites, Research Help & Referencing.

Other Libguides that will also be useful for students include

- Careers & Job Skills: http://huntertafe.libguides.com/careers
- Digital Citizenship: http://huntertafe.libguides.com/digitalcitizenship
- ESOL: http://huntertafe.libguides.com/esol
- First Aid: http://huntertafe.libguides.com/firstaid
- Hunter & Central Coast Region Websites: http://huntertafe.libguides.com/hunterwebsites
- Leadership & Management: http://huntertafe.libguides.com/leadershipmanagement

Purchase Requests

Please let us know of any items you may require for your classes. We will begin ordering again shortly. We also accept any donations of current text materials as well as current fiction & general viewing DVDs in good condition. Our latest accessions list contains a listing of new eBooks as well. These only become permanent purchases when they have been viewed to a certain extent. If you think they might be valuable for your students, log in & have a look at them.

Literacy Tutors

Tutors will be available in the library again this term. Please advise students to ask at the library or phone Sue Hunter on 49237433.

Library Equipment

We now have 2 new Data Projectors, replacing our broken ones, so are now able to provide 4 units for bookings. All bookings for Library equipment, seminar room or computers should be done by staff themselves. Please include your name, section & the times you require.

Referencing & Bibliographies

Instructions & templates on referencing & bibliographies can be found here http://huntertafe.libguides.com/research/bibliographies

If you would like us to guide your students through some practical examples of finding information & including it in a bibliography using Harvard Referencing please call X101419 or X101420 to make a time.