SERVICES

Photocopying, Printing and Scanning

Bring your TAFE card and coins or notes to use these facilities in your Library. Library staff are unable to give change.

Student Computers

- You will be issued with a username and password at enrolment. You will need it to access your email, computers, WiFi and eResources. Passwords need to be changed regularly in the Learner Portal. If you need assistance, ask library staff for help.
- Library computers are available for your use. All offer access to the Internet, eResources, Microsoft Office and Adobe programs, as well as other specialist software.
- Bring a USB drive or other device to save your work.
- Wireless access is available in the library.

NEED HELP? ASK A LIBRARIAN

Do you have a question for the Library? Ask us here:
https://huntertafe.libanswers.com/

ENQUIRIES

All enquiries including loans, renewals and bookings

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Belmont</td>
<td>02 4979 6112</td>
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<td>Cessnock</td>
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<td>Kurri Kurri</td>
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<td>02 4930 2835</td>
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<td>Tertiary Education Centre</td>
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<tr>
<td>Wyong</td>
<td>02 4350 2284</td>
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LIBRARY HOURS

For current Library Hours visit:
https://huntertafe.libguides.com/hours

CONNECT WITH US!

Hunter and Central Coast Library Service

https://huntertafe.libguides.com

ENROL TODAY
BORROWING

How do I join?
After enrolment obtain a TAFEcard at your campus. Your TAFEcard is your Library card and can be used at any TAFE Library, including the Central Coast Campus at Ourimbah. It should be retained for any future courses. You must have your TAFEcard or proof of student enrolment with you to borrow.

What can I borrow?
A total of 15 items may be borrowed. Limits may apply on various collections and items on high demand.
- You cannot borrow if you have overdue items
- Penalties may apply to overdue items

How do I renew my loans?
Renewals can be made on loans TWICE, providing the item is not overdue and no one has reserved it. Contact your library to renew items ON or BEFORE THE DUE DATE.

You may renew your loans online by logging into My Account in the TAFE NSW Library Network Catalogue. You will need to obtain a PIN from your Campus Library Staff in order to do this.

What can I do if the item is out?
Library staff can place holds for you on items which are currently on loan. You can also use the Hold Request form on the library website.

Where do I return items?
All loans should be returned to the Library from which they were borrowed.

Inter-Library Loans
Books and other items not held by this library may be borrowed for you from another TAFE library, provided that it is essential for your course.

Borrowing from Newcastle University
Members of Hunter TAFE Libraries in good standing may apply to join the University of Newcastle Library. Please see TAFE Library staff for details.

INFORMATION RESOURCES

Can I get help finding information?
Library staff provide individual and group tuition on:
- Accessing information in the library
- Searching online information sources

Please ask the library staff for assistance or to book a short tutorial.

ACCESS 24/7

Library Website:
http://hunteertafe.libguides.com

From this site you can access:
- Libguides - Online subject guides including a range of library and online resources for your TAFE courses.
- Online Videos - Login with your TAFE username and password.
- TAFE NSW Library Catalogue - to locate books and other items.
- Online Resources - including full-text magazine articles, videos, reference books, legislation and Australian standards. Some databases may require passwords which can be obtained at your local TAFE Library.
- eBooks - online full-text books. Login with your TAFE Username and Password.
- Ask a Librarian Service - online forms to request information, request inter-library loans, place a hold, request database passwords and your library PIN number.
- Handouts and Guides for all online databases and library services.
- Referencing - guidelines and handouts to assist in avoiding plagiarism with correct referencing techniques.
- Library Blog - keep up to date with what is happening in Hunter TAFE Libraries, and contribute your own ideas on Library services.