

**Postgraduate Library Services  
Morling College**

Library Basics	New students: Apply for a Library/photocopy card and internet access in person or if living at a distance by email to <a href="mailto:library@morling.edu.au">library@morling.edu.au</a> Existing students renew cards by March 30 each year. Any items listed as Closed Reserve can only be used within the library. These are usually texts and key readings for each unit.
Accessing library/research material	Search our online catalogue and website. All resources are listed there, including journals.
Electronic Material	Online journals can be located through the catalogue. Usernames/passwords on found on Moodle under Library Resources Databases ( ATLA, ATLAS, Religion and Philosophy, ProQuest Psychology and ProQuest Education) can all be accessed from the library homepage at <a href="http://www.morling.nsw.edu.au/library/">www.morling.nsw.edu.au/library/</a> Remote access also available. Library barcode will be needed for login.
Inter Library Loans	Requests for Inter Library Loans can be made through the library for full text material not held at Morling. The ACT subsidises MTH, ThD and Dmin students by up to \$100 p.a. Morling library carries the cost and claims back at the end of each year. Counselling students can also apply to the librarian for ILL material.
Useful Aides/Places for locating resources	<b>AULOTS</b> – Locates journals not held by Morling. Available on library homepage. <b>ARI – Australasian Religion Index</b> – Contact library staff for Login and password or see Moodle – Library Resources <b>Libraries Australia</b> – Now know as <b>Trove</b> . <a href="http://trove.nla.gov.au/">http://trove.nla.gov.au/</a> Locations given of holdings throughout Australia. Also eRources at NLA. <a href="http://www.nla.gov.au/app/eresources/">http://www.nla.gov.au/app/eresources/</a> <b>State Library of NSW:</b> For NSW residents access to databases from home is available. See: <a href="http://www2.sl.nsw.gov.au/databases/athome">http://www2.sl.nsw.gov.au/databases/athome</a> <b>Macquarie University Library:</b> Borrowing rights available-need letter from Morling librarian. Database access at library but not remote.
Copyright	A good starting point for extra information. <a href="http://www.copyright.org.au/information">http://www.copyright.org.au/information</a>
Librarian	Ros Devenish is available to help regarding resources for your topic . Contact on <a href="mailto:rosd@morling.edu.au">rosd@morling.edu.au</a> or phone 02 98780201
Loan Numbers	12 items. <b>Research</b> students can request an increase in this number from the librarian
Loan Period	Course work students – 14 days Research students -28 days
Renewals	Two renewals as long as another borrower has not placed a reserve on the item. Renew online through ‘My stuff’ if not overdue. Contact library staff for help if overdue.
Reserves	All postgraduate students can reserve items that are both on loan and available. If possible, please collect ‘available’ books from the shelves yourself but if necessary use the Reserve system and library staff will do it for you.
Non-Metropolitan Postgraduates	Use the Reservation system, email or phone to place your requests. The library will post your books to you. The cost of return postage is carried by the student.
Referencing	Endnote: referencing software programme is available through ACT. Techniques for Theological Studies Booklet available at - <a href="http://www.act.org.au/resources_EndNote.php">http://www.act.org.au/resources_EndNote.php</a> Also helpful: <a href="http://www.lib.mq.edu.au/research/manage-bibliographic-references.html">http://www.lib.mq.edu.au/research/manage-bibliographic-references.html</a>

Created on 21/02/2011 2:55:00 PM