

Your Library – working for you

Your library can work for you – we're here to help you succeed in your research and coursework at Swinburne

Library services and resources are continually reviewed to ensure they meet your needs as a postgraduate student.

The standard services for all students are described in the brochure: **Library Services for Students**. This brochure describes **additional** services and facilities provided for postgraduates.

Resources

The Library catalogue and the Library web site are the main gateways to research information:

www.swinburne.edu.au/lib . . . your 'open all hours' library

Borrowing

- Higher Degree students can borrow most books for an extended period of **four weeks** (other postgraduates have two-week loans)
- All postgraduates have access to resources not held at Swinburne through **reciprocal borrowing** programs and **inter-library loans** services (some restrictions apply)

Research Room

At Hawthorn campus there is a Research Room for postgraduate students to use:

- Networked computer with standard software and printing
- Swinburne internal telephone access
- Book at the Hawthorn Campus Library Service Desk or by phone on 9214 8330

Postgraduate Students web page

Check the Library's Postgraduate Students web page for further information and useful links:

www.swinburne.edu.au/lib/info/postgrad.htm

Liaison Librarians

Research consultation services

Liaison Librarians provide one-to-one consultation services to assist you with your searching strategies and with identifying appropriate information resources. Contact the Liaison Librarian for your discipline area to make an appointment.

Hawthorn

Business Jane O'Donnell 9214 8983
jodonnell@swin.edu.au

Engineering Fiona O'Donnell 9214 5750
fodonnell@swin.edu.au

Life Sciences and ICT Robert Rochester 9214 8407
rrochester@swin.edu.au

Social Sciences and Humanities Annette Steere 9214 8177
asteere@swin.edu.au

Lilydale

Business, Commerce and Technology Julie Badger 9215 7008
jbadger@swin.edu.au

Social Sciences and Writing Colleen Skinner 9215 7006
cskinner@swin.edu.au

Prahran

Design Gordon Turnbull 9214 6936
gturnbull@swin.edu.au

General inquiries

- Phone inquiries: (03) 9214 8330
- SMS: 0427 841 787
- Ask us! online at: www.swinburne.edu.au/lib/inquiry
- Email: library@swin.edu.au
- Service Desks in each campus library

The most current information about the library is available on the library's web site at: www.swinburne.edu.au/lib



Information search

Swinburne Library catalogue

- **Search** to identify relevant books, journals, audiovisual and online resources available at Swinburne
- Click the "Go to resource" **links** to go direct to electronic full-text resources.
- Use **'My List'** to save lists of relevant items – instructions at: www.swinburne.edu.au/lib/guides/ipac_mylist.pdf

Databases and other online resources

- You can **access** most databases anywhere on campus and from off campus
- Find high quality online resources for your subject area through **guides** designed for Swinburne students
- Search **multiple** databases and other online resources simultaneously (currently up to 10) using Supersearch
- Create **personal folders** of your favourite resources
- Many databases provide the **full text** of scholarly journals, conference papers, theses and research reports
- **Link** directly from citation/abstracts databases to find full text online or identify other sources for the document
- Other databases provide statistics, annual reports, market research, legislation, cases and standards
- Search or browse for **online journals**
- Contact your Liaison Librarian to discuss searching additional specialist databases

Update services

Keep your literature review up to date automatically by setting up an electronic **Alerting Service**. Two types are available:

- Table of Contents: the tables of contents of selected journals are emailed to you as they are published
- Saved Search: your search is run regularly in a database, and you are notified of new articles on your topic
- Set up at: www.swinburne.edu.au/lib/database/alerts

Research method and presentation

Methodology

For books and other resources about research methods

- Search the library catalogue using terms such as: **research methodology, quantitative research, experimental design and qualitative research**

Thesis writing

- Copies of Swinburne student theses are deposited in the library. You may use these to study presentation style. Many are available full-text online. A guide to finding theses is at: www.swinburne.edu.au/lib/guides/thesisguide.pdf
- To find books on writing research reports and theses, search the catalogue using terms such as: **theses, dissertations, academic writing and report writing**

Bibliographic software

Make writing up your research project easier by creating your own database of references as you find them. **EndNote** is the preferred software at Swinburne.

- The EndNote software and manuals are available for loan and installation from the all campus libraries
- Liaison Librarians provide training sessions in using EndNote, and follow-up assistance as required
- More details at: www.swinburne.edu.au/lib/bibsoft

Seminars and training

Save time, avoid hassles and get better results by learning effective research techniques.

- Liaison Librarians run free training workshops and seminars on information searching techniques, subject specific resources, EndNote
- Some are integrated in postgraduate courses, others are publicised by email and on the Library web site at: www.swinburne.edu.au/lib/infoskills

Access to other Libraries

Catalogues

From the Library web site you have access to:

- *Libraries Australia*, includes the National Bibliographic Database, a catalogue of the holdings of Australia's libraries, and gateways to other major library databases
- *Serials in Australian libraries*, a catalogue of periodicals held in libraries around Australia
- Online catalogues of individual libraries worldwide
- www.swinburne.edu.au/lib/opac/libcats.htm

Library staff will search other databases to locate particularly hard-to-find items for you.

Reciprocal borrowing

You can borrow directly from other university and TAFE libraries:

- In Victoria through the **CAVAL Reciprocal Borrowing program**. Some libraries offer longer loans to postgraduate students. Apply for a borrowing card at any Swinburne Library Service Desk
- Interstate through **University Library Australia**. Apply directly to the library you wish to borrow from
- More details at: www.swinburne.edu.au/lib/info/reciprocal.htm

Inter-library loans

Inter-Library Loans services are available free of charge to postgraduate students for material not held in the Swinburne Library. Material will be obtained from within Australia and from overseas.

- Place and track your **Request** online at: www.swinburne.edu.au/lib/info/interlending.htm
- Note: if the item is available in print format at a CAVAL member library in Melbourne, free ILL will be provided only for Higher Degree by Research students. Other postgraduate students are required to visit the other library (often a quicker option) or to pay a fee per item.