

## Study areas

- ◆ Three small group rooms—bookings through the Circulation Desk.
- ◆ Clusters of tables for individual or group work.
- ◆ Study carrel alcove—a quiet study area
- ◆ Postgraduate study alcove—available for general usage if not required by postgraduates.
- ◆ Please consider other library users by keeping noise levels to a minimum.
- ◆ After two warnings from library staff about misconduct, students may be asked to leave the library and be suspended for the rest of the day.
- ◆ Cold snacks and drinks in closed containers (no cans or poppers) may be consumed in these areas.

## Computer facilities.

- ◆ Free Wi-Fi access.
- ◆ A computer room with access to the library catalogue, network photocopiers/printers and internet.
- ◆ Your student server username and password are required to access Wi-Fi and these computers.
- ◆ Students have been allocated **100Mb** of storage space on the server and are advised to save documents there or to their own USB drive or CD, **not** to the desktops in the computer room.
- ◆ Computers are also located throughout the Learning Hub for quick catalogue searches.
- ◆ A secure facility for recharging laptops and tablets is available at the Circulation Desk.

## Production Alcove

### Photocopiers (*also see the Helpful Hints flyer for step-by-step details*)

**Logon:** Student No. and 4 digit PIN of choice

- ◆ **Black & White and Colour** copiers are located in the production alcove near the group study tables.
- ◆ These **multifunctional copiers** are available for
  - **Copying**

- **Printing from computers** – in any format
- **Printing from USB** – document must be in PDF, TIFF or JPEG
- **Scanning to a USB.**

## Printing costs

	A4 s/s	A4 d/s	A3 s/s	A3 d/s
B&W	11c	18c	22c	40c
Colour	52c	\$1.00	\$1.04	\$2.00

## Laminator

- ◆ **A4 and A3** pouches available for purchase.

## Comb binder

- ◆ A range of sizes are available for purchase.

## Available for purchase at Front Desk

## Please note:

- ◆ Illegal copying of copyright software is prohibited.
- ◆ No illegally copied software is to be used on any of the college computers. Any student found illegally using or copying software will be banned from using the college facilities for a period of at least six months and will be placed on notice that, should a subsequent occurrence be proved, they will automatically be excluded from the college under terms and conditions determined by the College President and staff.

### Postal Address:

Christian Heritage College Library  
P O Box 2246  
Mansfield BC  
QLD 4122

Enquiries: (617) 3347 7908

Email: [circulation@chc.edu.au](mailto:circulation@chc.edu.au)



# Guide to the Learning Hub

# General Information

p: 07 3347 7908 e: [circulation@chc.edu.au](mailto:circulation@chc.edu.au)

## Library Hours

### During CHC Semesters 1 & 2:

Monday—Thursday	8:00 am—10:00 pm
Friday	8:00 am—5:00 pm
Saturday	9:00 am—5:00 pm
Sunday	CLOSED

### During CHC Semester 3 and Vacations:

Monday—Friday	8:00 am—5:00 pm
Saturday & Sunday	CLOSED

The library is closed on public holidays and during Chapel (Wednesday 12-noon—1pm). These hours are subject to change without notice.

## Catalogue

- ◆ CHC Library uses the UNILINC library network running ALMA as its library management system.
- ◆ PRIMO is our Web2.0 based search engine. It is easy to access and user-friendly. Follow the instructions on the screen as you search by Author, Title, Subject or Key Word.

Client Category	Loans			
	Total	2 week	1 week	LU O
Full time students	12	up to 12	up to 4	2
Part time students	8	up to 8	up to 4	2
Distance education students	8	up to 8	up to 4	n/a
Masters' level students	20	up to 20	up to 4	2
Faculty/Sessional lecturers	.....	.....	.....	...
Other CHC/SOM staff	5	5	n/a	n/a
Other COC/COCB Staff	3	3	n/a	n/a
External borrowers	5	5	n/a	2

## Loans

### Loan extensions (for do-it-yourself instructions, see the *Helpful Hints flyer*)

- ◆ Courtesy notices are sent automatically by email prior to the due date for each loan.
- ◆ You may renew your loans online or by phone on 07 3347 7908 or at [circulation@chc.edu.au](mailto:circulation@chc.edu.au).
- ◆ Two renewals are generally allowed, unless another person requests an item you have borrowed.
- ◆ Loans for practicums and internships are available upon request, at the discretion of the Library staff.

### General loans

- ◆ Length of loan: 2 weeks
- ◆ Fine rate for overdues: \$0.20 per resource per day.

### High usage loans

- ◆ Length of loan: 1 week.
- ◆ High-demand resources, including recommended readings, are placed on restricted loan, indicated by a yellow sticker on the spine.
- ◆ Please treat these books as a top priority and return them promptly, so that other students do not miss out.
- ◆ High usage loans are subject to recall at the discretion of the librarians, depending on demand.
- ◆ Fine rate for overdues: \$0.30 per resource per day.

### Library use only loans

- ◆ These are prescribed texts and may be obtained from library staff at the circulation desk.
- ◆ Length of loan: 2 hours at a time.
- ◆ Overnight loans may be negotiated with library staff.
- ◆ Fine rate for overdues: \$0.50 per resource per hour.

### Overdue, lost or damaged resources

- ◆ Students are responsible for the resources borrowed under their name. Resources should not be passed from student to student.

- ◆ Any resources overdue, lost or damaged are the financial responsibility of the student in whose name the resources are borrowed. Resources should not be passed from student to student.
- ◆ Overdue notices are generated automatically and emailed to students. After two notices have been issued, a lost notice will be sent.
- ◆ Onus is on the students to keep track of their borrowing records.
- ◆ ***Please be aware that CHC has a policy of withholding results while students have unpaid fees or fines or overdue resources.***

### Suspension of Library borrowing rights

- ◆ Students' borrowing rights may be suspended if they accrue fines over \$15 or have been issued with a second overdue notice.
- ◆ Borrowing rights will be reinstated when the outstanding loans are returned or fines paid.

### Hold Requests

- ◆ If a particular resource is not immediately available, a Hold Request can be made for that item. Students have one week in which to collect resources held for them.

### Journals (for an intro to each database see the *Online Journal Collections flyer*)

- ◆ The College subscribes to collections of hardcopy and online journals databases. Online access is via the library page on the CHC website. Your student network username and password is required to enter the databases. If you do not know your password, contact [chcict@chc.edu.au](mailto:chcict@chc.edu.au)
- ◆ For detailed instruction on searching the databases, join The Learning Hub page in Moodle and download the ***Guide to the Learning Hub - Using Online Journal Databases (detailed instructions)***. This includes screen shots, instructions, and suggestions that will make your searches more effective.