



## LIBRARY SERVICES FOR ONTARIO STUDENTS

For online Library information and services select the **Library Link** from **my.csu**

Charles Sturt University welcomes students studying at CSU Ontario. Details of Library services are as follows:

### Loans

- To borrow present your CSU ID card at the Loans Desk.
- All staff and students require a current CSU photo ID card to borrow from the Library.
- Up to 20 items may be borrowed at one time, and the standard loan period is 14 days.
- Borrowers are responsible for their loans until the items are returned and discharged.
- High demand items may have a short loan period of 2 days.
- Reference items are not for loan

### Renewals

Most items can be renewed twice (unless overdue or requested by another user).

Renewals can be made in person, online through the catalogue via "My Library Record", or via phone or email.

### Requests

Requests can be placed via the catalogue on Ontario items that are currently on loan. Remember to select Ontario as your pick-up/delivery location.

### Late Returns

Overdue items will result in the suspension of borrowing privileges until the matter is resolved.

### Copies

Copies of journal articles or chapters of books held in CSU's Australian libraries may be requested from the Library Catalogue by selecting the **Photo** option. Select the correct journal issue or provide volume and issue details if requesting a periodical article. Copies will be scanned and delivered to you electronically. There are difficulties associated with delivery so books and audiovisual items held in Australia are unable to be lent to Ontario students.

### Copyright

Copy Requests must comply with Australian Copyright legislation which allows the following to be photocopied for the purposes of private research or study:

- **up to 10% or one chapter of a book (whichever is the greater), or**
- **one article from any single issue of a periodical / journal / magazine.**

### SmartSearch

**SmartSearch** is a cutting-edge information gateway that provides CSU library patrons with a single interface for accessing and simultaneously searching multiple

Internet sites, databases, other library catalogues, statistics, atlases and reference materials.

### Your Library – Anywhere, Any Time

CSU Library provides access to thousands of **full text** online journals and a range of **databases**. With Internet access you are able to search the **databases** and **online journals** for information relevant to your assignment. Database help guides are available via the CSU Library Databases page.

**SmartSkills** is a self-paced, interactive tutorial designed to help you develop your library and information skills. It is available from the Library Web site. The modules offer online instruction in the use of the CSU Library Web site, catalogue, databases, the Internet, and interpreting your assignment question.

The **Library Services forum** is a forum for discussion, questions & feedback about Library services and resources. Library staff will also use the forum to post advice about new resources & service issues. Access the forum via the Library's **Ask Us** link.

**Ask a Question**, the Library's online information desk, can be used to submit research or general queries. Queries submitted via the Ask a Question service will be answered by email within 24 hours. Ask a Question is also accessible via the Ask Us link.

The Library's electronic reserve (or **eReserve**) collection contains supplementary readings to support subjects offered at Charles Sturt University. To locate eReserve items you will need to search the Library catalogue by subject code (eg. EMR450).

The **How do I?** guides have been produced by the Library to help you make the most of the resources and services available to you. Guides available from the How do I? menu include information on how to check your library record, renew a book, find a book, find a journal or article, and use SmartSearch.

### Contacting CSU Ontario Library

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