

LIBRARY



MACQUARIE
University

Library Essentials

GETTING STARTED WITH YOUR LIBRARY



Welcome to your Library

You can access Macquarie University Library online 24/7. The Library via MultiSearch provides access to over 250 databases, 135,000 e-books, more than 67,000 electronic journals, plus books, printed resources, streaming video, links to services, training and research help - www.mq.edu.au/library

Need help?

ASK A LIBRARIAN

www.mq.edu.au/library

select **CONTACT US** then **ASK A LIBRARIAN**



Information desk on level 2



1800 300 753 (in Australia)



lib.infodesk@mq.edu.au



select Chat Now option

Need help? Got a quick question?
Let us help you get started.

IT HELPDESK

help.mq.edu.au



Room 244, Building C5C



9850 HELP (4357)

1800 67 4357 (in Australia)

Having computer problems? The IT HelpDesk can assist with your questions on internet and wireless access, email, passwords, and many other related issues.



Find

MULTISEARCH

www.mq.edu.au/library

search **MULTISEARCH**

MultiSearch provides one-stop searching including:

- Library resources
- Unit Readings
- Macquarie University ResearchOnline
- MyLibrary
- databases and journals

MultiSearch is a great place to start your research.

OUR COLLECTION

The Library holds over 1.8 million items, including printed books, ebooks, journals, newspapers, maps, videos, software, DVDs, online databases, sound recordings, multimedia, films, posters, toys and games.

Much of our collection is available online. Physical items are located on level 1 and 2.

Items in the Automated Retrieval Collection (ARC) may be requested through MultiSearch and collected from the Collection Point near Reserve on level 2.

DID YOU KNOW?

The Automated Retrieval Collection (ARC):

- is the first of its kind in Australia
- frees up a huge amount of space for people
- allows our whole collection to be on site and accessible

LOOKING FOR A BOOK?

Here's how to read a call number:

LB	Read in alphabetical order - eg. LB comes before LC
2328	Read in numerical order - eg. 233 comes before 2328
.2	Read as a simple decimal - eg. .19 comes before .2
.E24	Read in alphabetical order, then by decimal - eg. .B47 comes before .B5
1988	This is the year the book was published

YOUR UNIT READINGS

Looking for course related material or unit readings? Enter your course code on the Unit Readings tab in MultiSearch for past exam papers, journal articles, book chapters, ebooks and more.

Physical items including textbooks are held in the Reserve collection on level 2. Items in Reserve may be borrowed for three hours or overnight.

www.mq.edu.au/library
select **MULTISEARCH**
then **UNIT READINGS**

HOW DO I BORROW?

www.mq.edu.au/library
select **BORROWING**

Use your Campus Card to borrow and access Library services and facilities. Visit our website to find out more information on:

- Loan periods
- MyLibrary - to check your loans and renew items online
- Requesting items from the ARC using MultiSearch
- Email notices - to remind you when your books are due back and to advise if an item has been recalled

To borrow, use the self-check machines on level 2. All items are subject to recall at any time.

NETBOOK COMPUTER LOANS

Borrow a NetBook computer for up to 3 hours. Ask at a service desk.

Learn how

IMPROVE YOUR STUDY & RESEARCH SKILLS

www.mq.edu.au/library
select **RESEARCH**

Build your skills in finding, using and organising information by using our study & research tools.

Here you can find subject guides, tips on using MultiSearch and databases, analysing information, referencing and academic writing.



DID YOU KNOW?

Water is collected on the Green Roof above level 2 and is used in the Library's toilet system

Explore your library

LIBRARY TOURS

www.mq.edu.au/library
select **FACILITIES**
then **SELF-GUIDED TOUR**

Take a Library tour to locate resources, find out where to borrow books and learn about Library services & facilities.

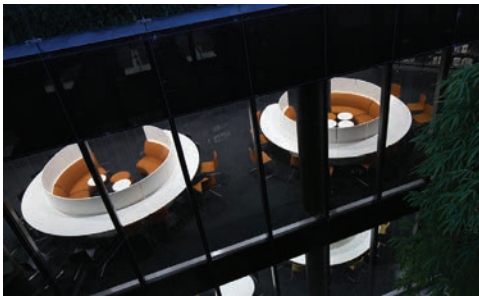
Tours are held at the start of Sessions 1 and 2.

Can't make a tour? Then try our self-guided tour online or grab a booklet from the level 2 service desks.

LIBRARY LAYOUT

www.mq.edu.au/library
select **ABOUT US**
then **LIBRARY FLOOR PLANS**

View detailed floor plans of the Library, showing the silent, quiet & discussion zones, location of facilities and resources.



PHOTOCOPYING & PRINTING

www.mq.edu.au/library
select **FACILITIES**
then **PRINT, SCAN & COPY**

PRINTING & PHOTOCOPYING

Copying, scanning and printing facilities are available throughout the Library. Library computers are linked to print stations or print from your own device using iPrint.mq.edu.au

Use your Campus Card to pay for these services. Add credit to your card using cash, credit card or EFTPOS.

COMPUTER FACILITIES

Over 200 PCs are available on levels 1 and 2 of the Library. Research computers require login. Guest login is also available.

You can book computers online!

WIRELESS NETWORK

students.mq.edu.au
select **INFORMATION TECHNOLOGY - WIRELESS NETWORK**

You can access the University's wireless network throughout the Library.

STUDY FACILITIES

MULTIMEDIA

Access multimedia PCs and microfilm/microfiche facilities on level 2.

PRESENTATION PRACTICE PODS

www.mq.edu.au/library
select **FACILITIES**
then **PRESENTATION PRACTICE PODS**

Where? Level 1

Spaces to practice your presentations are bookable online. Facilities include LCD screens, smart boards and writeable glass walls.

USING YOUR LIBRARY

www.mq.edu.au/library
select **ABOUT US**
then **CONDITIONS OF USE**

The Library is one of the University's great resources and is heavily used by students, staff and visitors. Please consider others.

Some things to keep in mind:

- Desks and computers cannot be reserved
- Unattended belongings may be moved from desks after 15 minutes
- Covered drinks only on levels 1 and 2
- Covered drinks & cold food may be taken to levels 3, 4 and 5.
- Please put your rubbish in a bin or take it with you

Postgraduates & Higher Degree Researchers

RESEARCH CONSULTATIONS

www.mq.edu.au/library

select **CONTACT US**

then **RESEARCH LIBRARIANS**

Our Research Librarians provide specialised research support.

Arrange a consultation with your Research Librarian for advice on research strategies and locating resources specific to your area of research.

ONLINE RESOURCES

www.mq.edu.au/library

Learn how to use bibliographic management software such as EndNote® as well as access thesis indexes and databases.

select **RESEARCH**

then **REFERENCING**

Explore citation tracking databases such as Scopus and Web of Science.

select **DATABASES TAB** in **MULTISEARCH**

View examples of referencing for specific styles and formats.

select **RESEARCH** then **REFERENCING**

RESEARCHONLINE

www.researchonline.mq.edu.au

ResearchOnline is Macquarie University's open access digital collection.

You can access the research and scholarly output of Macquarie University's staff, students and affiliates, including journal articles, conference papers and theses.

You can also promote your research by depositing it into the collection.

Find out more about open access at

http://libguides.mq.edu.au/Open_Access

INTERLIBRARY LOANS

www.mq.edu.au/library

select **BORROWING**

then **INTERLIBRARY LOANS**

You can request items which are not held by the Library. To use this service you need a valid email address and a OneID login.

POSTGRADUATE SPACE

Located on level 3, this space has over 150 seats, desktop power for laptops, Macquarie network access, vending machine and free daily lockers.

Swipe card access only. To apply for a card:

select **FACILITIES**

then **POSTGRADUATE** apply for access

HDR SPACE

Located on level 5, this space has over 130 seats, desktop power for laptops, Macquarie network access, a kitchen area and free daily lockers.

Swipe card access only. To apply for a card:

select **FACILITIES**

then **HIGHER DEGREE** apply for access



Academic & Professional Staff

HOW DO I BORROW?

www.mq.edu.au/library
select **BORROWING**

Use your Campus Card to access Library services and facilities.

RESEARCH CONSULTATIONS

www.mq.edu.au/library
select **CONTACT US**
then **RESEARCH LIBRARIANS**

Our Research Librarians provide specialised research & teaching support.

Arrange a consultation to:

- get advice on research strategies
- locate resources specific to your research
- embed and/or teach information literacy in your courses

RESEARCHONLINE

www.researchonline.mq.edu.au

ResearchOnline is Macquarie University's open access digital collection.

You can access the research and scholarly output of Macquarie University's staff, students and affiliates, including journal articles, conference papers and theses.

You can also promote your research by depositing it into the collection.

Find out more about open access at

http://libguides.mq.edu.au/Open_Access

DID YOU KNOW?

MultiSearch allows you to search a wide range of resources, including databases and journals with direct links to articles.

ADDING TO RESERVE AND UNIT READINGS

www.mq.edu.au/library
select **TEACHING SUPPORT** (under Quicklinks)
then **RESERVE & UNIT READINGS FOR ACADEMIC STAFF**

Add your Unit Outlines and Reading Lists to our Reserve and Unit Readings collections to help your students access high demand items. Students can borrow these items for 3 hours or overnight.

Place your book chapters and journal articles in unit readings, designated as the University repository for published material being used online.

ORDERING

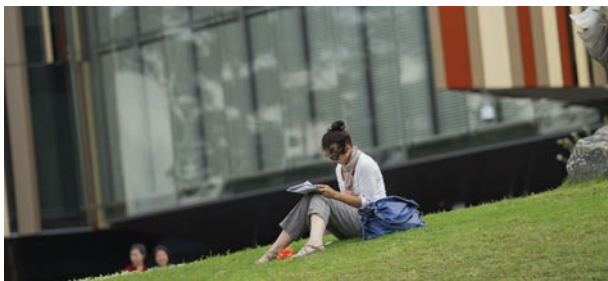
www.mq.edu.au/library
select **COLLECTIONS**
then **ORDERING NEW MATERIAL**

Want a new book, journal or item purchased by the Library? Items may be ordered using funds allocated by either the Library or your Division/Department.

INTERLIBRARY LOANS

www.mq.edu.au/library
select **BORROWING**
then **INTERLIBRARY LOANS**


You can request items which are not held by the Library. To use this service you need a valid email address and OneID login.




Contact the Library

GENERAL ENQUIRIES

www.mq.edu.au/library
select **CONTACT US**


 Information desk on level 2

 02 9850 7500

NEED HELP? ASK A LIBRARIAN

www.mq.edu.au/library
select **CONTACT US** then **ASK A LIBRARIAN**

 Information desk on level 2

 1800 300 753 (in Australia)


 lib.infodesk@mq.edu.au

 select Chat Now option

BORROWING


www.mq.edu.au/library
select **BORROWING**

 Collection point on level 2

 02 9850 7507

DISTANCE EDUCATION

www.mq.edu.au/library
select **BORROWING**
then **DISTANCE EDUCATION SERVICE**

 02 9850 7558
1 800 632 743

 lib.libed@mq.edu.au

CAMPUS CARD


students.mq.edu.au
select **SERVICES & FACILITIES**
then **CAMPUS CARD**

 Room 244, Building C5C

 1800 674 357 (in Australia)


STUDENTS WITH DISABILITIES

students.mq.edu.au
select **SUPPORT**
then **CAMPUS WELLBEING**

 02 9850 6494

IT HELP DESK

www.informatics.mq.edu.au
select **HELP ME**

 Room 244, Building C5C

 1800 674 357 (in Australia)

LIBRARY OPENING HOURS

www.mq.edu.au/library
select **OPENING HOURS**

During Sessions 1 and 2 we are open:

Monday - Friday 8am - 10pm

Saturday - Sunday 10am - 6pm

Visit our website for current hours, including extended hours, public holidays and semester breaks.

GET THE LATEST UPDATES ON:



Twitter: @MQ_Library



[facebook.com/
MacquarieUniversityLibrary](https://facebook.com/MacquarieUniversityLibrary)





MACQUARIE
University

FIND OUT MORE

Macquarie University NSW 2109 Australia

T: +61 (2) 9850 7500

mq.edu.au/library