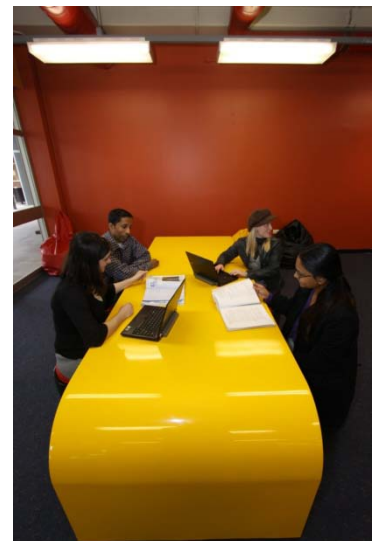


GUIDE TO LIBRARY SERVICES FOR POSTGRADUATE STUDENTS

HEALTH SCIENCES LIBRARY 2012

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WELCOME TO POSTGRADUATE STUDENTS

The staff of the University Library welcomes you to the University as a postgraduate student. We have compiled this guide to inform you about our services, and to provide you with a quick reference point for finding library contact details. The ability to access the information contained in libraries is an essential skill which will assist you not only in your current studies, but throughout your life.

Staff and students are welcome at all the University Libraries. For Locations and Opening Times please see <http://sydney.edu.au/library/libraries/>. One of the main libraries you will need to access is the Health Sciences Library, which is located on Cumberland Campus at Lidcombe.

If you have a disability you should contact the staff at Student Services as soon as possible after enrolment. They can assist you in organising any special privileges that you may be entitled to, including access to the Assistive Technology Laboratory in the Health Sciences Library. This study room has a variety of equipment, which you may find useful in accessing resources. The contact phone number for the disability officer in Student Services is: +61 2 935 19081

We hope you enjoy your studies at the University of Sydney.

Health Sciences Library Staff

The screenshot shows the University of Sydney Library website. The header features the university logo and the word 'LIBRARY'. Below the header is a navigation bar with links for 'LIBRARY', 'UNIVERSITY HOME', 'ASK A LIBRARIAN', and 'SITEMAP'. A search bar is located on the right side of the navigation bar. The main content area is divided into several sections: 'SERVICES FOR' with a list of categories like Students, Research, Teaching, etc.; 'Quick Search' with a search input field and a 'SEARCH' button; 'Search for' with links to Books, Articles, Reserve, Exam papers, and Theses; 'Study and research help' with links to Classes on campus, Teach yourself online, Endnote, Explore your subject, and Faculty Liaison Librarians; 'Using the library' with links to Library membership, How do I..., Document delivery, and Report a missing item; 'Publishing and partnerships' with links to Digital collections, Ensure access to your research, Sydney eScholarship, and Sydney University Press; and 'NEWS' with a 'MyLoans Login' button and a news article titled 'Library news site gets an upgrade'.

1. THE BASICS

Welcome to the University of Sydney Library system. Our Web address is:

<http://sydney.edu.au/library>

From our homepage you can access a wide variety of services and resources such as the library catalogue, electronic databases, online tutorials, borrowing information and self service options. If you are after more specific information about the Health Sciences Library located at the Cumberland Campus our homepage is:

<http://sydney.edu.au/library/libraries/healthsciences>

Or select the 'Libraries' tab from the library homepage to discover further information about any of the University of Sydney libraries.



General Contact Details:

Email: healthsciences.library@sydney.edu.au

Phone: +61 2 9351 9423

Postal Address: Health Sciences Library
P.O. Box 170
Lidcombe, NSW 1825
Australia

Street Address: Health Sciences Library
R Block
University of Sydney Cumberland Campus
East St, Lidcombe

Hours of Opening

Semester

Monday to Thursday 8:00 AM – 9:00 PM
Friday 8:00 AM – 6:00 PM
Saturday 9:00 AM – 4:00 PM
Sunday 1:00 AM – 5:00 PM

Semester Break and Long Vacation

Monday to Friday 9:00 AM – 5:00 PM
Saturday and Sunday Closed

Staff and students are welcome at all University of Sydney libraries. For locations and opening times please see <http://sydney.edu.au/library/libraries/>

Health Sciences Library Blog

Keep up to date with resources and services that can be used to assist you in your research and study



<http://healthsciencessydney.blogspot.com/>

Wireless Access

On campus you can connect to the university website, including the Library site and the catalogue, via wireless with your laptop or handheld device via VPN access. For more information see

<http://sydney.edu.au/ict/student/internet/wireless.shtml>

2. Your Key Contacts

Distance Education Service / Document Delivery Team

Email: fhs.dochs@sydney.edu.au

Phone: +61 2 9351 9422

Fax: +61 2 9351 9421

Our Document Delivery Team is here to assist you in accessing material to which the University of Sydney Library does not have access. For more information about the Document Delivery Service please see Page 5.

Lending Services Team

Email: healthsciences.library@sydney.edu.au

Phone: +61 2 9351 9387

Our Lending Services Team will be able to answer any questions about your loans, renewals and fines.

Faculty Liaison Librarians

Your Information Specialists are here to guide you through the plethora of information out there. Faculty Liaison Librarians can help you develop your search skills, access information, search databases and the Internet, or simply point you in the right direction to discover the best resources for your subject area. They offer email, phone, and face to face appointments. They can also provide virtual web support if you have Internet access. Contact them to find out how!

For a list of current Faculty Liaison Librarians please see

<http://sydney.edu.au/library/contacts/subjectcontacts.html>

3. BORROWING

Library Card

Your Student Card is your Library Card. Your library borrowers number is on the back of your card.

Borrowing

For information about borrowing from the library, loan periods and fines please see:

<http://sydney.edu.au/library/borrowing/>

Or select the 'Borrowing' tab from the library homepage.



MyLoans

MyLoans is the one stop shop to your Library record. From here you can manage your holds and request items, renew your loans, and check your reading history, ratings, saved searches and alerts:

<https://opac.library.usyd.edu.au/patroninfo>

Or select the MyLoans Link from the Library homepage and log in with your UniKey of library borrowers number.

Reciprocal Borrowing

University Library Australia is an Australia-wide borrowing scheme. Students or staff members of the University of Sydney are eligible to borrow from other academic libraries. Students of the University of Sydney may be required to pay a \$50.00 fee to the host library, where photo identification and proof of current enrolment is required. You will need to apply directly to the library you wish to join. For more information please go to:

<http://www.caul.edu.au/caul-programs/university-library-australia>

4. DOCUMENT DELIVERY

The Document Delivery service supports staff and students engaged in research and teaching at the University of Sydney by:

- Obtaining items, including books and journal articles, that are not held in our collection
- Obtaining journal articles from a library at another campus of the University

For more information about the Document Delivery Service, including how to make requests, please see:

<http://sydney.edu.au/library/borrowing/docdel/>

5. ACCESS TO ELECTRONIC RESOURCES

Subject Guides

If you are not sure where to start searching for information, or you want to discover the best resources for your subject area, have a look at the Library Subject Guides. Library staff members have identified useful resources, both library subscribed and free on the Internet, to help you get the most out of your research:

<http://sydney.edu.au/library/subjects/>

Or select the 'Subject Guides' tab from the Library homepage.



Summon

Summon is a quick and easy search engine that helps you discover relevant information from the University of Sydney Library's print, audiovisual and electronic collections. The following resources can be found via Summon: journal articles, books, citations from bibliographic databases, audio and video items, and material from the Sydney eScholarship Repository. Use the 'Quick Search' box on the Library homepage to start your search, and then refine it in the left hand column.

Electronic Resources

The Library provides access to over 93,000 electronic journals and over 342,000 electronic books. This makes studying off campus much easier, as you are able to access these resources from any computer with Internet access 24/7.

You can access electronic resources through the library catalogue. The easiest way is to limit your results to electronic resources.

<http://opac.library.usyd.edu.au/>

Or select the 'Catalogue' tab from the Library homepage.



Electronic Databases

Databases are where you will find the most current journal articles for your study and research. Have a look at the 'Databases by Subject' list to find the most relevant databases for your area of study:

<http://sydney.edu.au/library/databases/>

Or select 'Databases and Electronic Resources' from the Library homepage.



Off Campus Access

When you try to access most of the Library's electronic resources the following screen will pop up:

Library Authentication

If you have a UniKey enter your details below

Scroll down to the Library Borrower Number login box if you don't have a UniKey.

UniKey login - for most students and staff	
UniKey login name: <input type="text"/>	<ul style="list-style-type: none">No UniKey?About UniKeys for students and staffProblems or comments?
UniKey password: <input type="password"/>	
<input type="button" value="Login with UniKey"/>	

Use the Library Borrower Number login below if you don't have a UniKey

Library Borrower Number login	
Your Name: <input type="text"/>	<ul style="list-style-type: none">Troubleshooting Library Borrower Number login
Library Borrower Number: <input type="text"/>	
<input type="button" value="Login with Library Number"/>	

You will need to enter either your Unikey or Library Barcode to access electronic resources. For more information on Unikeys see:

<http://sydney.edu.au/ict/student/unikey/>

6. INFORMATION LITERACY CLASSES

The Library runs frequent classes to assist users in using electronic resources. The full program is

offered over a couple of weekends and bookings are accepted via the Library website at:

<http://sydney.edu.au/library/skills/health.html>

Watch out for weekend classes in March at the Health Sciences Library!

Classes are held in the Health Sciences Library and are hands on, so bookings are limited to 27 participants. You are also most welcome to join classes held at the Camperdown Campus if this is more convenient for you.

Teach Yourself!

No time for a class or none are scheduled? Perhaps you would like some quick tips on searching smarter or how to use a specific database? Ever wondered how to find more scholarly resources? Have a look at our Information Skills page for some short, interactive tutorials:

<http://sydney.edu.au/library/skills/>

Or select the 'Information Skills' tab from the Library homepage



Need Further Assistance?

If you need further assistance please contact your Faculty Liaison Librarian to make an appointment:

<http://sydney.edu.au/library/contacts/subjectcontacts.html>

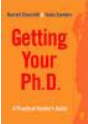
7. WRITING & RESEARCH

The following resources may assist you in your writing and research. You may also like to check out:

- The Research & Writing Display at the top of the stairs in the Health Sciences Library
- The Research & Writing tab in your Subject Guide
- The Library Catalogue



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Churchill, H & Sanders, T (2007), Getting your PhD : a practical insider's guide, Los Angeles, Calif. ; London, SAGE.
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<http://opac.library.usyd.edu.au/record=b2917870>



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<http://opac.library.usyd.edu.au/record=b3764122>

Theses@Sydney

Need help finding, obtaining, preparing and writing theses? There are also instructions on how to submit your thesis electronically and in print:

<http://sydney.edu.au/library/theses/>

Writing

The Learning Centre provides students with advice about reading, writing, research and other skills which you need to succeed at university. The Learning Centre's services are available free of charge to all students of the University of Sydney:

http://sydney.edu.au/stuserv/learning_centre/cumberl.shtml

The Write Site provides online support to help you develop your academic and professional writing skills:

<http://writesite.elearn.usyd.edu.au/>

The Faculty of Health Sciences Guide to Presentation of Assignments outlines how to get top marks for your assignments:

http://sydney.edu.au/health_sciences/pdfs_docs/assign_guide.pdf

8. ENDNOTE



EndNote is a software program used to manage references and create bibliographies. You can enter or download references from online databases, store and organise them in libraries, and then add them to your essay, thesis, or paper using any style of referencing you wish. It's free to current staff and students of the University of Sydney, and there are Macintosh and Microsoft Windows versions available. To download EndNote and find out how to use this software go to:

<http://libguides.library.usyd.edu.au/endnote>