



LIBRARY SERVICES FOR REMOTE OFF CAMPUS STUDENTS

Wodonga TAFE
David Mann Library, Albury Wodonga

David Mann Library is a shared use library facility between Wodonga TAFE, La Trobe University and the Murray Darling Freshwater Research Centre. Remote off campus TAFE students are offered additional services including the supply of library items by mail and the supply of photocopies of journal articles.

Who is eligible?

Additional library services are offered to currently enrolled students who are living more than 50 km from David Mann Library, Albury Wodonga and are not attending classes at Wodonga TAFE on a regular basis.

Students undertaking Short courses, students undertaking courses less than 8 weeks duration, and where MOU's or Agreements exclude the provision of Library services are excluded from off campus library services. Contact the TAFE Document Delivery Service to confirm your eligibility.

How to register

Complete a Library Registration Form available from the Wodonga TAFE Library webpage or from the TAFE Document Delivery Service and return it by email, fax or post to David Mann Library. Contact details are below.

What can be requested?

The following materials from the David Mann Library, Albury-Wodonga and other La Trobe University Libraries:

- Books, reports, and some conference proceedings are available for loan.
- Photocopies of specific journal articles, chapters out of books, reports, conference papers. All requests for photocopies must comply with the Australian Copyright Act 1968
- Audiovisual material such as videos and DVDs. These items can be restricted and may only be available for a short loan period

La Trobe University Libraries usually will not lend:

- Entire issues and volumes of journals, newspapers and maps
- Reserve, Short Loans, Reference or other restricted collections will not be posted. Requests can be made for photocopies of a chapter from these items (subject to Copyright restrictions).

How to request books, articles and other items

Check the online library catalogue if you wish to see if the material is held at the David Mann Library Albury-Wodonga or another La Trobe University campus library. Links to the catalogue are available on the Wodonga TAFE Library webpage.

Requests can be submitted by email, post, or fax using the request forms available from the Wodonga TAFE Library webpage or the TAFE Document Delivery Service.

For Book and Audiovisual items complete a Book Request form.

For journal articles or chapters complete a Photocopy request form. A separate request form must be completed for each copy required. Please also include the ISSN/ISBN number if known, and your source of reference. Please ensure all copies of the form are legible if handwritten, include full and accurate bibliographical details and are signed and dated for copyright purposes.

Limits

Wodonga TAFE students can have up to 15 items on loan at any one time.

Within the standard copyright restrictions, there is no limit to the number of photocopies of journal articles that can be requested.

How long will it take for my requests to be delivered to my specified address

Material held at the David Mann Library Albury-Wodonga will usually be posted to your home address within 2 working days of receiving your request. Material that is not held at the David Mann Library Albury-Wodonga will be requested from other La Trobe University Libraries and may take 2 weeks to be delivered.

Requests will be fulfilled as quickly as possible but there may be delays if material is unavailable when it is requested.

Loan period and conditions of borrowing

It is your responsibility to check the loan receipt issued with the items for due dates. Most books are available for 2 week loan. Videos and DVDs are available for 1 week loan. *One week is added to the initial loan period to incorporate postage time.*

It is your responsibility to return the items **before the due date** for receipt by the Library by the due date. Borrowers are responsible for their loans until they are returned and discharged. All postal returns must be made to David Mann Library. Items may be returned in person to La Trobe Libraries at Bundoora and Bendigo.

If you require more time to use an item a renewal must be requested before the item is due for return. You can renew books up to 3 times and AV items such as videos and DVDs once. Renewals are not permitted if another borrower has requested the item. Items can be renewed using the online Library catalogue, or by phone.

The Library does impose fines for late returns.

Books	20c per day per item overdue.
AV (videos/DVDs)	\$1.00 per day per item overdue.

Photocopies of articles are sent to you and are for your retention.

Charges

The Library will pay the cost of sending items to your postal address. You are responsible for the cost of return postage to the David Mann Library Albury-Wodonga . When posting ensure material is correctly labelled.

There is no charge for the supply of photocopies.

Notices

The Library sends notices by email, including courtesy reminders, overdue notices and recall notices.

Need help?

For help with finding information or general enquiries, contact the Manager, TAFE Library Services.

Online resources

You may be able to access online databases of resources such as full text magazine, newspaper and journal articles from databases which have been licensed for off-campus use. See the Wodonga TAFE Library webpage for details. Membership of your local Public Library may also include access to online databases.

Using other Libraries

Wodonga TAFE students can join as borrowing members of participating Libraries of the TAFE National Reciprocal Borrowing Scheme which operates in most states. You will need a current student card. For more information contact the Manager, TAFE Library Services. You can also access your local Public Library.

Contact the TAFE Document Delivery Service of David Mann Library

Email	ildds.aw@latrobe.edu.au
Fax	02 6024 9750
Postal Address	TAFE Document Delivery Service David Mann Library, Wodonga TAFE PO Box 963 Wodonga Vic 3689
Phone for renewals	David Mann Library, Albury Wodonga Loans Desk 02 6024 9760
Phone for enquiries	Manager, TAFE Library Services 02 6055 6325
Web address	www.wodonga.tafe.edu.au/library