

Computer access and printing

Six computers that are connected to a printer are available for use by students of Wodonga Institute.

If you have a wireless ready laptop you can connect to the Wodonga Institute's wireless network in the Library. Lockers are available to store and recharge your laptop during the day.

There is also a scanner available.

Group study rooms and DVD/Video viewing equipment

There are four group study rooms which also contain DVD and video-viewing equipment. Bookings can be made for up to two hours per day at the loans desk.

Suggesting new items

If the library does not have the item or information you need, please let library staff know so that we can continue to improve the collection.

Electronic resources

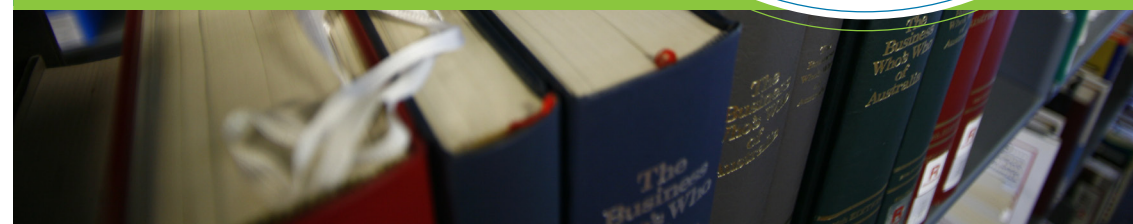
The library subscribes to a number of online databases which provide students and staff of Wodonga Institute access to the following:

- Over 20,000 full-text newspapers, magazines and journals covering social sciences and community services, current affairs, business, nursing and allied health, hospitality and tourism, vocational studies, sustainability and environment, art and design, computers and applied sciences and more.
- E-books, industry profiles and country reports
- Selected Australian Standards
- Building Code of Australia
- Training videos for OHS, business, management and workplace communication

See the library's website for links to these databases. Many e-resources do not require a password whilst you are on campus, otherwise contact the library for login details.

La Trobe University's library website and catalogue (which Wodonga Institute shares) contains links to many more e-resources. However, these may only be available to students and staff of La Trobe University due to licensing restrictions.

Library services for students



About the David Mann Library

The David Mann Library offers services to staff and students of Wodonga Institute of TAFE, La Trobe University (LTU), and the Murray Darling Freshwater Research Centre (MDFRC). The library is located in Building O next to North Park Road, and between the campuses of Wodonga Institute and La Trobe University.

Enquiries and information

Library website	www.wodongatafe.edu.au/library
Loans desk/renewals	02 6024 9760
Information desk	02 6055 6694

Brenda Burr, Manager, TAFE library services

Phone 02 6055 6325

Email brburr@wodongatafe.edu.au

Please note that the library catalogue and other information is linked from La Trobe University's website.

Opening hours

Opening hours during the semester times of La Trobe University, are as follows.

Mondays-Thursdays	8.30am-9pm
Fridays	8.30am-5pm
Saturdays and Sundays	1pm-5pm

Variations to hours are available from the library's website.

What is in the library?

The library's material supports the learning, teaching, and research needs of students and staff of Wodonga Institute of TAFE, La Trobe University, and the MDFRC. However, you can also find:

- daily newspapers
- popular magazines
- fiction
- young adult fiction

- children's picture books
- movies, TV series, and children's programs on video and DVD
- general interest collections including cooking, gardening, computers, cars, parenting, home improvement, travel, history, study skills, and so on
- online resources including full-text newspaper, magazine, and journal articles.

If you need help

Library staff at the information desk will help you make the best use of library resources. If you cannot find an item on the shelves, please ask library staff.

Borrowing

ID card

You will need a current student ID card in order to borrow.

Loans

You can borrow materials from David Mann Library Albury Wodonga and La Trobe University's campuses in Bundoora and Bendigo.

You can borrow a maximum of 15 items at a time. Limits may apply to types of item, as shown in the table below.

The library reserves the right to recall any item at any time. If you are asked to return an item, please do so promptly.

Type of item	Loan period	Max number of loans	Renewals
Books and magazines	14 days	15	3
Short loan collection	3 or 7 days	2	None
DVDs and videos	7 days	4	1
Reserve collection	3 hours or overnight	2	None
Journals and reference collections	Not for loan	NA	NA

Renewals

Renewals can be requested in person at the loans desk, by phone, or online using the library catalogue.

Holds

Holds can be placed on items which are on loan or available at Bundoora or Bendigo using the library catalogue. You will be notified by email when the item is available to pick up and it will be kept for you at the loans desk for up to a week. Items which have a status of 'available' at Albury Wodonga can be collected from the shelves.

Requesting items from other LTU campus libraries (intercampus loans)

Books can be requested from Bundoora and Bendigo by using the library catalogue to place a hold.

Audiovisual items such as DVDs and videos can be requested from other campuses by completing an intercampus loan request (audiovisual) form, available from the library's website.

Bonus+ (interlibrary loans)

If the item you want is not available at any La Trobe library, or it is out on loan, you can request it from another participating Bonus+ library by clicking on the green Find it @ Bonus+ button in the library catalogue.

Joining other libraries (reciprocal borrowing)

Wodonga Institute's staff and students may borrow from the libraries of Albury TAFE and Charles Sturt University under a reciprocal borrowing agreement. You will need to present a current student ID card.

Returning borrowed items

Items can be returned using the returns chute at the loans desk during the library's opening hours, or via the LIRNspace in the box provided next to the helpdesk. After hours, please use the book chute beside the library's main entrance.

Fines and penalties for overdue items

Overdue items will incur fines. When fines reach \$10 or more, you will be required to pay the total amount of the fines. If an item is lost or not returned after a reasonable period of time, you will be invoiced for a replacement cost plus a billing fee. Please notify the library as soon as possible if you think you have lost an item.

More information about fines and penalties for overdue items is available on the library's website.

Unpaid fines or failure to return library items may prevent you receiving results or from re-enrolling. Please discuss any special hardship circumstances with library staff.

Loan period	Penalty
14-day loans	20 cents per day, per item overdue
7-day loans (including DVDs and videos)	\$1 per day, per item overdue
3-day loans	\$1 per day, per item overdue
Late recalled items	\$1 per day, per item overdue
Reserve collection	\$2.50 for first hour, \$1 every subsequent hour

Notices

Most notices are sent by email, so please register your email address when you join the library. Due dates are issued when items are borrowed. Failure to receive a notice does not exempt you from fines being incurred on items that are overdue.

Other facilities

Photocopying

	A4	A3
Black and white	12 cents per copy	14 cents per copy
Colour	42 cents per copy	77 cents per copy

Photocopying facilities are available, including colour copying. You can purchase a rechargeable photocopy card for \$2 from the vending machine in the library's photocopy room. The same machine can be used to add credit to your card. Change for notes of small denomination is available at the loans desk.