

QET = quick enquiry terminals

Point 1

Welcome to this ECU Library Podtour of the Mount Lawley

This will allow you to become familiar with the layout of the Mt Lawley library and its services. Please use the map provided to move to each numbered point around the library while listening to this podcast. And note the logos in the map that indicate common areas throughout the library

You should check the ECU Library website for our opening hours or ask library staff for an opening hours bookmark.

Point 2

As you enter the library through the security gates on Level 1 you come to the Loans Desk. The staff here can help you with your library enquiries and can assist you with managing your library loans.

All library items you borrow will have a definite loan period after which they become overdue. The library imposes fines and blocks borrowing rights for some overdue items. So it's in your interest to check when an item is due back, and make sure you return library loans.

You must return your items in the return chutes to the right of the loans desk and they will be processed off your account. There is an after hours return chute on the south west side of the building, facing car park no. 2.

For more on library borrowing and overdue penalties listen to our other podcast on Borrowing. Or, ask our staff for an information brochure.

Note the entrance to the ECU bookshop is beside the book returns.

Proceeding to point 3 you will pass the New Book Display on your left. These new books are available for loan.

Point 3

At point 3 is the Reserve Collection. Reserve is where high demand material is held for use in the library.

Across from the reserve collection are three PCs referred to as quick enquiry terminals or QETs. You don't have to login to these PCs and so they are useful for brief searches on the library catalogue. However, for full access to the journal databases, and access to the Internet, you will require a login terminal. QET machines are marked on the library map.

Leaving the quick enquiry terminals and walking forwards towards the lifts you will find the library's two Easyloan machines on your right. Using your student ID card, Easyloan allows you to borrow books yourself, by following the prompts and instructions on the Easyloan machine. You will receive a due date slip from the Easyloan telling you when the book is due back.

Point 4

You can take the lift to level 2, which will be labelled as L on your maps. Or, walk back towards the entrance security gates and use the stairs, labelled S, which also lead up to level 2.

Point 5

On entering level 2 you will find an information desk. The librarian on duty here can point you in the right direction for your assignments and research. This can include developing your assignment topic, referencing, finding journal articles, using the databases and searching the Internet. Ask our staff about any library training sessions that may be running.

In front of the Desk are the daily newspapers. Behind the Desk is a cluster of computers. These are some of the login terminals in the library. These login terminals provide full access to the journal databases, as well as access to the Internet and your student profile. From your student profile you can access Microsoft Word and Excel. You can save data to USB and print off your work via the print station. We also have Wireless access to the Internet throughout the library.

Point 6

Near the PCs at point 6 is the print station. This printing is paid for using your student ID card. You add money to your card using the nearby add value machine. You will also find a vending machine in a small cubicle next to the print station.

Point 7

At point 7 is a large open area with casual seating. Attached to the nearest column is a quick enquiry computer terminal.

Our DVD and Video Collections are also housed in this area. There is a huge selection of non-feature and feature films. All ECU students can borrow the non-feature films. However, there are some restrictions on who can borrow with feature films so please ask at the loans desk if you want to borrow any of these.

There are also DVDs and video players in the viewing carrels, near here.

Point 8

As you move through the DVD and Video Collections to point 8 you will find the emergency stair case. It is also here that you will find the Music Collection. There is a large range of classical, jazz and music theatre scores and sheet music and corresponding CDs, and LPs. There are also listening carrels and study carrels in this area.

Ask our staff for more about how to find and borrow music.

Point 9

We will now return to the lifts on level 2. As you face the lifts you will find the level 2 staff area on your left.

You can now proceed to level 3.

Point 10

Arriving on Level 3 by the lift or stairs, you will find the Photocopying Room on your right. There are several copiers available, including a colour photocopier and overhead transparency copier. You will notice that the photocopy room also has binding machines, guillotines, and a hole punch. Photocopies are paid for using the same system as for printing and there is also an add value machine in this room.

Exit the photocopy room and proceed to the right. You will find one of several of the group discussion rooms that are in the library.

You will notice that there are a number of login terminals along the windows near the Group Discussion Room. These terminals continue along the windows from here to the level 3 Seminar Room as shown at point 13.

Point 11

Point 11 brings us to collections popular with students in Education. You'll find here the Curriculum Collection which includes primary and secondary school Curriculum materials, from mainly the WA Education Department.

Then there's the Teaching Collection – this is a combination of materials that a teacher would give to students in class and instructional resources they would use in preparing lessons. The Teaching Quarto Collection is comprised of similar resources but these are typically larger.

All three collections are arranged by Dewey number and the latter two have T and TQ prefixes respectively preceding their number.

Across from the TQ collection near the windows are the big books. These are large picture books that are typically used in early childhood classrooms. These books also have a TQ prefix but are shelved separately due to their size. Large kits are shelved with the big books.

Also near the TQ collection is the Picture Collection which includes maps, charts and posters, all of which are useful visual teaching aids.

An emergency staircase is located next to the picture collection.

Point 12

At point 12 we reach the Quarto collection. The items here have a Q prefix preceding their Dewey number. The quartos are a collection of larger size books on all subject areas.

Walking around the quarto collection with the windows on our right you will see the Reference Collection. These books have an R prefix before the Dewey number. As you've probably guessed it's mainly dictionaries and encyclopaedias here.

Point 13

Continue through the Reference Collection, you will find the seminar room on your right. You will see that it has a number of login terminals with a networked printer. The seminar room is sometimes used for library classes but is generally available for student use

Next to the seminar room is the Serials Collection. This is a whole run of serials (also called journals, magazines or periodicals) covering a broad range of subject areas. The serials are organised by Dewey number with an S prefix. Serials hold the most current knowledge in your subject. Like most other libraries we do not lend these but they can be referred to and photocopied. Increasingly, serials are available as electronic text that can be accessed directly through the library catalogue. You can even access these and other library resources from home.

Point 14

At point 14 you will find the display of new serials.

Heading back towards the lifts you will find the level 3 staff area on your right. Next to the staff area is the Accessible Technologies Room. This room is available for students with a disability and provides access to a private study area and computers with scanning and text enlargement facilities.

Now take the lifts to level 4

Point 15

Exiting the lift and turning right you will see the special collections. These collections are not for loan but can be viewed in the library. For more information on these collections refer to the ECU library website.

Leaving the special collection and turning right brings you to the Microform Collection. This consists of documents on microfiche and microfilm. You can read or print from the microform reader machine.

Next to the microform collection are the sorting trolleys of books ready to be re-shelved. This might be a place to look for items you can't find on the shelf.

Study carrels are available in this area and around the whole of level 4. There is also an emergency staircase in this area.

Point 16

Point 16 brings us to our Main Collection of books. This is the largest collection in the library and it covers a diverse range of subject areas. To find books here look for the signs telling you what Dewey numbers are in each row of shelves.

Point 17

At point 17 is the level 4 Training Room. Here you will find further groups of login terminals, with networked printer access. This room is open during semester times for students to use freely, but it is sometimes booked for training sessions.

Behind the training room you will find a series of study rooms.

Point 18

Moving away from the study rooms, walk around the edge of the building and you will pass study carrels, emergency stairs, and group discussion rooms.

Returning to the lifts you will find the guides, bookmarks and handouts that can provide more information on the library and its services as well as assisting you with conducting research in the library.

Thanks for taking part in our tour of the ECU library and its services.

You may be interested in hearing other ECU library podcasts available at: www.ecu.edu.au/library