

Library Pocket Guide

utas.edu.au/library



UNIVERSITY of TASMANIA

Login Username and Password

- Your username and password is sent to you after you accept your offer
- Your username is the text before the @ in your University of Tasmania email address
- Your password is used to log on to the computers in libraries, learning hubs and ITS-controlled labs
- It is also used to log into your university email, electronic resources, eStudent and printing from computers in libraries, learning hubs and ITS-controlled labs

MyPassword

- Your password must be changed every 90 days
- Change your password via the **MyPassword Portal** at utas.edu.au/mypassword
- Keep your password safe and secure

Need help? :

Visit any **U** Connect service point,
telephone 1300 304 903 (local call cost)
or email service.desk@utas.edu.au

MyPrint

MyPrint is the University of Tasmania's Managed Print Service for printing, copying and scanning.

Find more information at utas.edu.au/myprint

Need help? Please contact **Winc Support**:

T: 1300 136 538

What is My Library ?

My Library allows you to:

- view and renew items that you have on loan
- check for requested items and fines
- search the Library catalogue and create your own list of library items that can be saved and emailed
- opt in to keep your borrowing history

Access MY LIBRARY at utas.edu.au/library

eduroam and Wireless Setup

University of Tasmania wireless internet access is through eduroam.

eduroam is available at all Australian Universities and research institutions using your UTAS account details (Note: you must enter your full UTAS email address as your username).

eduroam can also be used at participating research and education institutions across 70 countries world-wide.

Find more information at utas.edu.au/service-desk

Help and Support

The Library provides:

- Consultations with Librarians
- Introductory sessions on accessing resources
- Online tutorials

U Connect provides:

- Tours at the beginning of each semester
- Service point assistance
- Questions? **Ask Us** - askus.utas.edu.au

utas.edu.au/library/help

Services

- Bonus+ for free borrowing from 12 different libraries utas.edu.au/library/BONUS
- Subject Guides for subject specific and referencing help
- Electronic access to past exam papers
- Book a group study room online at: utas.libcal.com
- Keep up-to-date with the Library Blog, follow us on Twitter and Facebook



For details see utas.edu.au/library

While visiting the Library

- Take care not to leave your valuables unattended
- Cold snack food and covered drinks are permitted
- Phones should not be used in silent study areas
- Please observe all Library rules: see **Policies, Reports and Projects** at utas.edu.au/library/about

Scan the QR code to access

University of Tasmania Health and Safety

advice for students

utas.edu.au/work-health-safety/students



What is my Library Card?

Your Library card is your University of Tasmania ID card

Use it to:

- Borrow and renew items at all of our libraries
- Access **MyPrint** printing devices for printing, copying and scanning

You must carry your ID card with you at all times while on campus

Borrowing

Borrower Categories	Number of items	Loan Periods
Undergraduate	25	28 days
Staff, Postgraduate and Higher Degree students	50	84 days
Community Borrowers (including RHH Staff)	25	28 days

Request / Recall and Renew

Request / Recall items that are on loan or available at any University of Tasmania library. Recalled loans must be returned within 7 days

Renew low demand items up to 3 times using **My Library**, by phone or at any **U Connect** service point, providing they have not been requested/recalled
Items overdue for 28 days or more cannot be renewed

Reserve items can be renewed once, if they are not overdue or booked

To avoid a fine, return or renew items by the due date

Fines

Low Demand (Normal)	An account for replacement costs will be sent after an item has been overdue for 28 days
Reserve	2 hour & 24 hour - \$5 initial fine per item and \$1 per hour thereafter
3 day	\$5 initial fine per item and \$1 per day thereafter
Recall	\$1 per day after 7 days from date of recall

Maximum fine for each item is \$30

Responsibilities

- All library notices are sent to your university email address

Note: We cannot guarantee you will receive library notices if you have forwarded your university email to an external address

- Items must be renewed or returned by the due date
- The borrower named on the ID card is responsible for returning items on time
- Fines for overdue items apply. Replacement costs are payable for long overdue, lost and damaged items
- Reserve items must be returned to the library where borrowed

Library Resources

Library resources are accessible at **Search & find**

utas.edu.au/library/find

You can:

- Search for and locate items in University of Tasmania libraries
- Search for and access electronic resources such as eBooks and eJournal articles
- Go to **Reading Lists** to find eReadings and items on Reserve for your unit reading list

Flexible Library Service

The Flexible Library Service is offered to University of Tasmania students and staff:

who live or are undertaking practical work more than 40 km from a Hobart or Launceston Campus library or who have special needs or disabilities

Requested materials can be emailed or delivered by post.

Flexible Library Service

utas.edu.au/library/study/flexible-library

E flexible@lib.utas.edu.au **T** +61 3 6430 4985

Our Libraries

The University of Tasmania Library network:

Art	+61 3 6226 4376	Law	+61 3 6226 2063
Clinical	+61 3 6226 4813	Morris Miller	+61 3 6226 2227
CCC	+61 3 6430 4949	Music	+61 3 6226 7325
Ltn	+61 3 6324 3276	Rozelle	+61 2 8572 7965

Opening Hours vary throughout the year

Keep up-to-date at **utas.edu.au/library/open-hours**

Morris Miller, Launceston & CCC libraries

offer 24/7 swipe card access

Contact Us

Website: 24/7 access to our online information, services and help at **utas.edu.au/library**

Search the library catalogue and find other library information on your mobile phone - scan the QR code for the mobile Library site



Telephone (during opening hours): askus.utas.edu.au

On dialling, select 4 for Library enquiries

Tasmania 1300 304 903 (local call cost)

Interstate/International **T** +61 3 6226 1818

