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, internet, electronic resources and printing from computers in libraries, learning hubs and ITS-controlled labs.

Login Username and Password

- Your password must be changed every 90 days.
- Change your password via the MyPassword Portal at utas.edu.au/mypassword.
- Keep your password safe by keeping it to yourself.

Need help? Visit any Library Client Services Desk, telephone 1300 304 903 and press 1 (local call cost) or email service.desk@utas.edu.au.

Copying and Printing Services (CAPS)

- Add money to your CAPS account:
  - online with a credit card,
  - in the library by EFTPOS or coin cashier unit.
- To print you will be asked for your username and password.

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 worldwide.

Help and Support

- utas.edu.au/library/help

The Library provides:

- Tours at the beginning of each semester.
- Introductory sessions on using MegaSearch and the Library catalogue, searching subject databases and finding articles.
- Online tutorials.

Services

- Bonus+ for free borrowing from 14 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 and Reports 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.
- Recharge your CAPS account for copying and printing.
- Photocopy in the Library.

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

<table>
<thead>
<tr>
<th>Borrower Categories</th>
<th>Number of items</th>
<th>Loan Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>25</td>
<td>28 days</td>
</tr>
<tr>
<td>Staff, Postgraduate and Higher Degree students</td>
<td>50</td>
<td>84 days</td>
</tr>
<tr>
<td>Community Borrowers (including RHH Staff)</td>
<td>25</td>
<td>28 days</td>
</tr>
</tbody>
</table>

**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 Client Services Desk, 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**

<table>
<thead>
<tr>
<th>Low Demand (Normal)</th>
<th>An account for replacement costs will be sent after an item has been overdue for 28 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve</td>
<td>2 hour &amp; 24 hour - $5 initial fine per item and $1 per hour thereafter</td>
</tr>
<tr>
<td>3 day</td>
<td>$5 initial fine per item and $1 per day thereafter</td>
</tr>
<tr>
<td>Recall</td>
<td>$1 per day after 7 days from date of recall</td>
</tr>
</tbody>
</table>

Maximum fine for each item is $30

**Library Resources**

Library resources are accessible at Search & find [utas.edu.au/library/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](utas.edu.au/library/study/flexible-library)

**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 6340 4949
- Music +61 3 6226 7325
- Ltn +61 3 6324 3276
- Rozelle +61 2 6572 7965

Opening Hours vary throughout the year

Keep up-to-date at [utas.edu.au/library/open-hours](utas.edu.au/library/open-hours)

Morris Miller, Launceston & CCC libraries offer 24/7 swipe card access

**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

**Contact Us**

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

On dialling, select 3 for Library enquiries Tasmania 1300 304 903 (local call cost)

Interstate/International T +61 3 6226 1816