



Library Pocket Guide utas.edu.au/library

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 world-wide.

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
- **Ask Us - askus.utas.edu.au** Frequently Asked Questions and Client Feedback database

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



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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 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

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):

On dialling, select 3 for Library enquiries Tasmania 1300 304 903 (local call cost)
Interstate/International T +61 3 6226 1818

