



# Guide to the ub)alumni Library Membership

Information Services

---

**ub)alumni Library Membership** allows past students, staff and Friends of the University borrowing rights and access to selected electronic resources. You must already be a current ub)alumni member in order to apply for Library membership. To apply for ub)alumni membership, complete the registration form at [www.ballarat.edu.au/alumni](http://www.ballarat.edu.au/alumni), or contact the ub)alumni office on +61 3 5327 9929 for further details.

Once you're registered as a ub)alumni member, you can apply for Library membership; visit the *Club Privileges* section on the ub)alumni website for details. Library membership is payable by cash, cheque or Credit Card at the following rate:

- **Full year** (1<sup>st</sup> Jan 2008 – 31<sup>st</sup> Dec 2008) **AU\$55.00** (inc. GST)

## What can I get if I become a member?

ub)alumni Library Membership gives you access to selected e-resources. Access is available on a remote basis via your ISP. Instructions to access the e-resources will be given to you when your ub)alumni Library Membership has been processed. For further information, please contact the Library.

Your membership allows you to **borrow** 10 items from each of the campus libraries for 14 days with up to 3 renewals. Lending collections include: Main Collection books, Multi Media, Fiction and Children's Literature. You may also borrow items from the Teacher Resource Collection (TRC), located at the Mt Helen campus Library. If you wish to borrow Library items, you can get a borrower card at your first visit (please present proof of identification). You must present this card whenever borrowing or enquiring about your record.

The Library also has a wide range of not-for-loan items that may be used in the Library, including Reference, newspapers and journals, Teacher Reference, Realia and off-air video and audio recordings. Photocopiers and audio/visual equipment (such as DVD, videotape and cassette players) are available to maximise your use of these items in the Library.

## Can I access the catalogue?

The UB Library catalogue can be accessed online via [www.ballarat.edu.au/library](http://www.ballarat.edu.au/library) (no login required) or use the designated terminals in the UB campus Libraries. You can use the catalogue to search for items, view and renew your loans, place holds on items that are out on loan and request items from other UB campus libraries to be delivered to your home UB campus Library. Items must be borrowed in person; items for loan cannot be mailed out.

## What about penalties for overdue loans?

Overdue loans attract 1 demerit point per item per day (or 1 point per hour for Reserve items). Once you've accrued 20 points, your borrowing rights will be suspended for 2 weeks; further penalties apply if 20 points are exceeded. For more information, please contact the Library.



## Can I access resources from other libraries?

ub)alumni members are not eligible for Document Delivery Services or reciprocal borrower programs, including CAVAL, University Library Australia (ULA) or TAFE National Reciprocal Borrowing Scheme (TAFE NRBS).

## Who can assist me in the Library?

The UB Library staff can provide **Loans and Reference help** if you require assistance locating resources, using the UB Library services or accessing the databases, please visit your local campus Library, or refer to the contact information on the back page. Library staff can also assist borrowers with temporary or permanent **disabilities** to access Library items and facilities upon request.

## When is the Library open?

Library opening hours vary across the campuses, so please check the opening hours on the Library website or call any campus library before your visit to make sure we're open.

## Contact the UB Library

For further information about ub)alumni Library Membership, please contact the ub)alumni Library Membership Coordinator on +61 3 5327 9594, email [libinfo@ballarat.edu.au](mailto:libinfo@ballarat.edu.au), or contact any campus Library:

<b>Horsham</b>	Learning Resource Centre (1 <sup>st</sup> floor, Bld C), Baillie St PO Box 300, Horsham, 3402	☎ +61 3 5362 2649
<b>Mt Helen</b>	E J Barker Library (Building L), University Drive PO Box 663, Ballarat, 3353	☎ +61 3 5327 9594
<b>SMB</b>	E J Tippett Building (Library), Lydiard St South PO Box 355, Ballarat, 3353	☎ +61 3 5327 8230
<b>Stawell</b>	Learning Resource Centre, Sloane St PO Box 115, Stawell, 3350	☎ +61 3 5358 7258

You can also visit the UB Library website at [www.ballarat.edu.au/library](http://www.ballarat.edu.au/library).