Module 1: Introduction to the Library home page

Welcome to Information Resources for e-Business students. This product can be used as a guide to finding information on any topic, although the examples used here are all based on e-Business topics. It has been designed as a self-paced tutorial, with demonstrations of some of the main resources.

You can view the demonstration, and you can also print out this file to use as a manual if you wish.

Objectives

These modules are intended to enable you to become an independent and proficient use of information resources. These include:

- The Swinburne Library home page
- The Swinburne catalogue
- Other catalogues
- Search techniques
- Electronic databases
- The internet

All of the resources used here are available 24 hours a day via the Library Home Page.

The Swinburne Library Homepage

Internet Explorer is the recommended browser at Swinburne, but Mozilla Firefox also works well.

The library home page address is http://www.swinburne.edu.au/lib/ - you may want to bookmark this site. This is where you will find links to Swinburne libraries’ resources, services and assistance. Most of our resources are available online such as databases, online journals and the Internet.

You can check the library catalogue, place holds on books, renew loans, search databases for journal articles on virtually any subject, browse our online journal collection and search the Internet, all with guidance. Note that when you look at the library home page it may have changed a little. We work on improving it all the time, from a usability perspective.

Services for OUA and Off-campus students

If you are an off campus or OUA student, check out the services provided specially for you. Under Services for you, select the link to Off campus and OUA students.
This page links separately to services for OUA and remote off campus students, as your needs are a little different to those of on-campus students. This page is brand new - expect it to change a bit as we add further improvements.

**OUA students** are those of you who are enrolled through Open Universities Australia. By clicking on this link you can find out about how to borrow books either in person or using the mail delivery service (forms available online). The **services for remote off campus students** link gives information on the mail delivery service for students within Australia who live more than 20 kms from the nearest Swinburne campus and do not attend classes.

Click on the link for **Service for OUA students** and find your way to the online request forms. You can use the email or the online form to request books to be sent to
you. As is the case with on-campus students, you are able to have up to 30 books out at any time, but remember – you have to pay the return postage.

Next we’ll take a look at the online inquiry service…”

The online information desk is part of our ‘virtual library’ services, and is staffed 9.00am - 5.00pm Monday to Friday during semester, and usually during the breaks as well. You can use it for queries regarding library resources and services. You can also send an SMS message to the service on 0427 841 787, and of course, ring 92148330 and ask to speak to a reference or liaison librarian.