

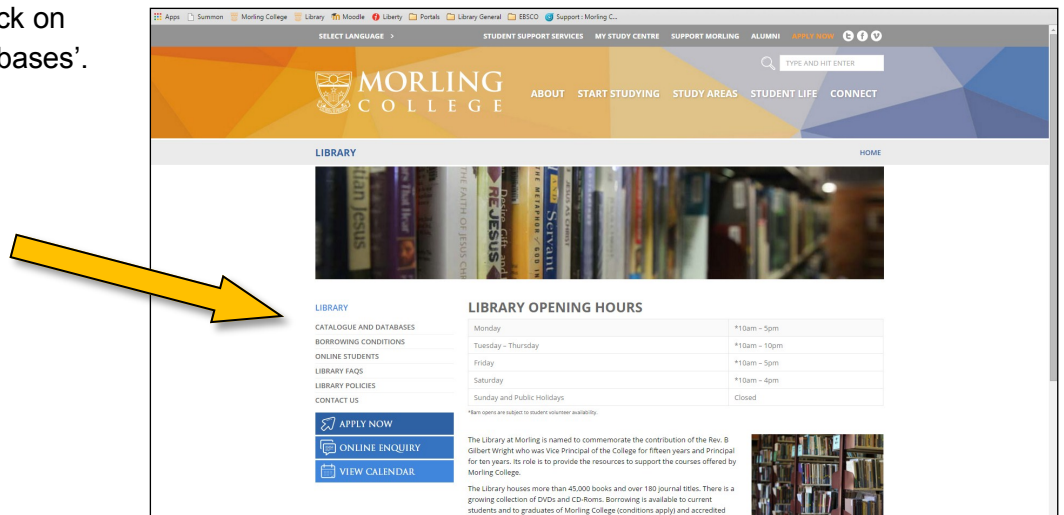
# Library Overview for Online Students

Using the catalogue; Reserving, borrowing and renewing items; Databases & online journals

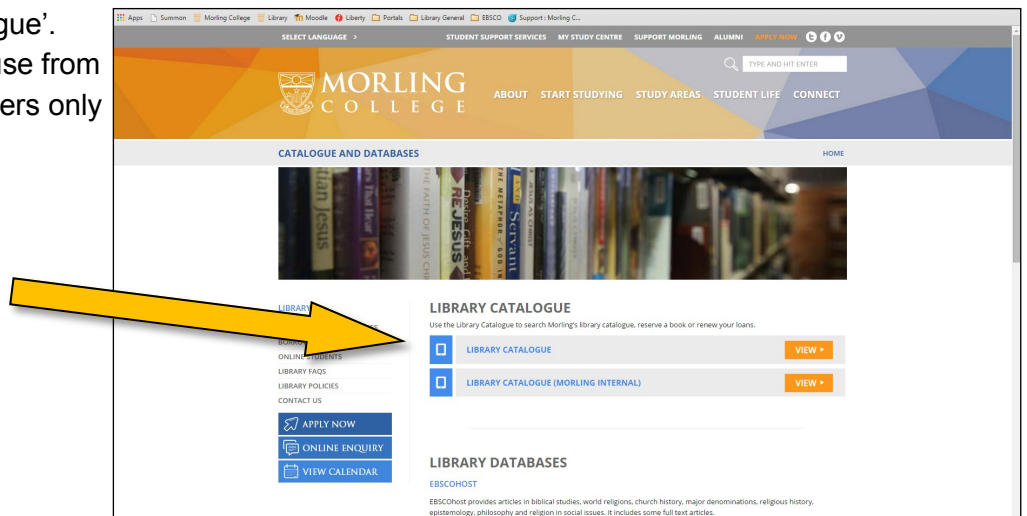
## The Library Catalogue

Access the Catalogue from the library page on the Morling website. <http://morlingcollege.com/library>

1. In the left column, click on 'Catalogue and Databases'.



2. Click on 'Library Catalogue'.  
(The second link is for use from Morling College computers only so this can be ignored.)



3. The Library Catalogue looks like this.

4. The Catalogue search box is underneath the Morling College logo. The default type of search is a basic keyword search.



5. It's a good idea to bookmark the Catalogue page in your browser for the future.

## Making best use of the Library

Studying online can be hard at times. The Library is here to help you with your studies and so we encourage you to make use of the Library's online facilities. Your borrower number is your student number. As an online student, you can:

- Search for books to see if they are in our collection
- Reserve books via the Catalogue
- Access electronic databases from home to retrieve journal articles
- Request a photocopy or scan of a chapter from a book (subject to copyright)

You can also renew your books via the catalogue using your library number and password, as long as they aren't overdue or reserved by another borrower.

## How to login to the Catalogue

Access the Catalogue from the Morling library website <http://morlingcollege.com/library> by following the instructions on the previous page.

1. Click **Login** (top right hand side).
2. Enter your username and password. Your username is your barcode or student number (Note that 0 is zero). Your default password is the first letter of your first name, and the first 3 letters of your family name.
3. Select **My Portal** from the menu at the left side of the screen.

Once logged in you can:

- Look at your current loans & reservations
- Renew your books
- Look at your loan history
- Look at your overdues
- Change your password
- Email the library with change of contact details.
- Reserve books



4. Click on **Logout** to close your account.

## Library membership

You can choose to have your student/library card posted to you (you supply the photo of yourself or have your photo taken on-campus at Reception.) The card has your membership number on it as a barcode. If you visit the campus, your card can be used to borrow books through the Library's self-circulation (self-serve) borrowing desk, store cash for photocopying and meals, and open the boomgate for parking. As an online student, having an photo ID card is optional.

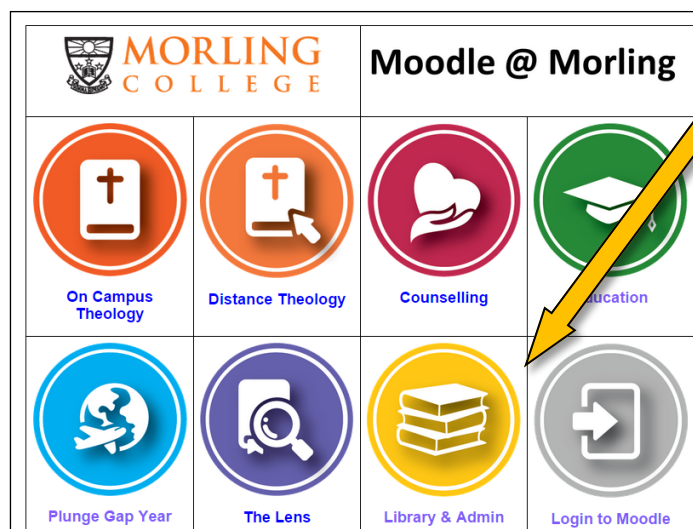
## Borrowing rights

You can borrow up to 12 books at a time and the Library staff will post the items to you. Most books are issued for 2 weeks but some high-demand items are issued as a 1 week loan. (NB: 7 day loan items are not sent interstate due to postage times.) You can renew your books twice unless another student has placed a reservation on a book: in this case, the book has to be returned by the due date for the loan.

1. The College pays the postage costs to send you the books. You pay the cost of return postage.
2. Note that books on Closed Reserve cannot be borrowed, they are for use within the Library only.

## Library Resources on Moodle

Moodle is the Morling College online learning system. You have to be an enrolled Morling student to login to *Moodle@Morling*. The Library has a resources page on Moodle. This is the place that you will find information, such as passwords, that has to be secured (i.e. not be publically available). The Moodle address is <http://morlingcollege.trainingvc.com.au/>. Log in when you are prompted. Click the yellow *Library & Admin* button on the Moodle home page. Scroll down the next page until you see *Library Resources* -- click on this link. The *Library Resources* page has secure links to resources for which the Library pays subscription fees on your behalf. The item *Online Journals with usernames and passwords* is a page that provides both the link and password (where required) to relevant individual journals that are not available through EBSCO or ProQuest. Using the links provided, even when there is no password given, is important because the link itself may have the username and password embedded in it.



## How to reserve an item

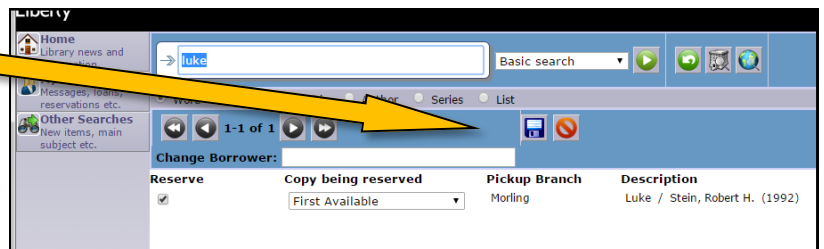
As you are an online student, items are borrowed using the reservation process. (On-campus students only use the reservation process if the book they want to borrow is already on loan.)

1. Login on the Catalogue screen.
2. In the Catalogue, find the record for the item you want to reserve and click on the title.
3. A large box pops up with the item's information: the important parts of the box are shown below.



Click on the **Reserve** button on the right side of the box.

4. Select "First available" in 'copy being reserved'.
5. Click **Save**.
6. Confirmation of your reservation will appear.
7. **Logout** when you have finished.



If the item is currently out on loan, you will be notified by email when it is returned. The Library staff post the reserved items to online students in the afternoon of the day the books become available. If you are able to collect the items in person, you need to let the Library staff know so the items are held for you in the Library office rather than posted.


If you find you no longer require the book you can delete your reservation.

1. Login and go to **Requests—Reservations**
2. Click the red cross beside the item to cancel the reservation.



## How to renew your loans

Renewals are completed by logging into the Library Catalogue .

1. Login on the Catalogue screen.
2. Click on **Current Loans**.
3. Click the green arrow beside the items you want to renew. 
4. If your renewal has been successful the new date for the item/s will be shown.
  - You can also renew by phone, (02) 9878 0201, or email, [library@morling.edu.au](mailto:library@morling.edu.au), if you have problems renewing online.
  - Items may be renewed twice before they must be returned to the Library.

**Please note that items that are overdue, have reached maximum renewals, or are reserved by another borrower, are unable to be renewed.**

If you are having any problems please contact Library staff.

## Returning your borrowed items

Plan to post your books back the day before they are due, as fines accrue for overdue items. However, we understand that the post can take several days to arrive so please let us know when you post your items so we can take this into consideration before issuing a fine (email: [library@morling.edu.au](mailto:library@morling.edu.au)).

## Overdues and Fines

Fines accrue at \$3 per week per item. Overdue one-week loans are fined after 3 days from their due date. If the item is still not returned after several weeks, you will be charged for the cost of the item along with a \$20 administration fee. See the *Fines/Penalties Policy* on the College website for more details. [www.morlingcollege.com/library/library-policies](http://www.morlingcollege.com/library/library-policies)

## Journals

There are three sources of journals:

1. Hard copy (print) journals in the Journal Room—searchable by journal title in the Library Catalogue. Online students can request a scanned copy of an article.
2. Individual electronic journals titles available online—see list on Moodle Library Resources page, *Online Journals with Usernames and Passwords*.  
<http://morlingcollege.trainingvc.com.au/course/view.php?id=38>
3. Databases of electronic journals (EBSCO and ProQuest)—see next page.

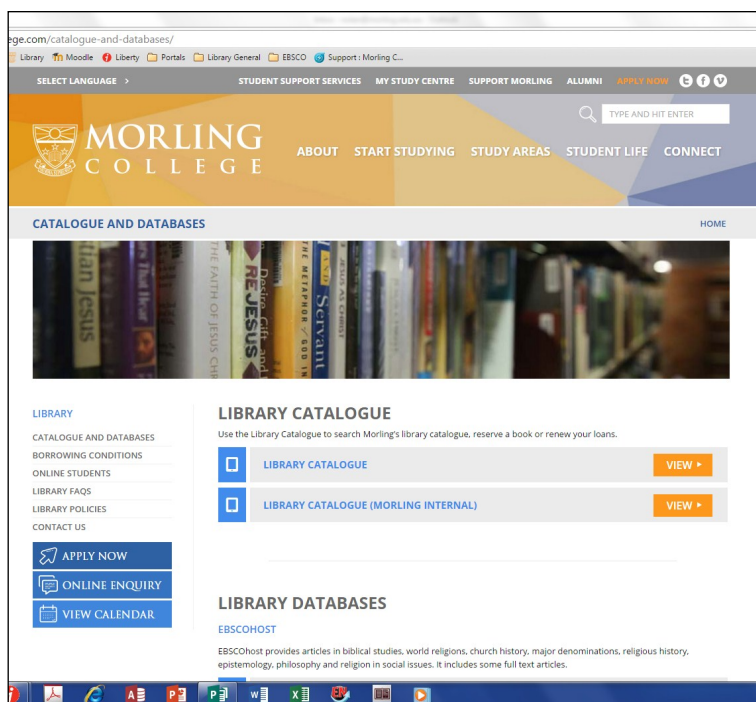
# Databases FAQ

## What is a 'library database'?

Online journal databases are an essential academic tool. They contain periodical publications, sometimes known as journals, periodicals or serials. Morling Library has subscriptions to two databases providers (EBSCO and ProQuest), each of which provides access to hundreds of electronic journal titles with thousands of journal articles in subject areas relevant to Morling students and staff, from a range of publishers.

## How can I access the Library databases?

You can access the databases in the library or from home. Access is via the College website **Catalogue and Databases** page or via the **Library Catalogue** (see page 1 of this user guide, step 3—scroll down the Catalogue page for links to EBSCO and ProQuest). Search for articles in EBSCO journals by using the EBSCO search engine and for articles in ProQuest journals by using the ProQuest search engine.



## What are the advantages of online journals compared to print journals?

The Library can offer access to more journals through the online database than can be held in hardcopy in the Journal Room. New issues of each journal are continuously added to the databases as they are published. Unlike print journals, online journal content (i.e. journal articles and citations) is searchable. A citation for each article can be exported into Endnote.

## Why should I use the databases?

Peer-reviewed, academic research journals are usually the first place new research findings are published. Journal articles are immediately available to you online, without the time required for postage when you borrow books, or the waiting time when the book you wish to borrow is already on loan. Each student can download and keep their own copy of a journal article, whereas books and ebooks have a limited borrowing period. Personal alerts can be set so that you are notified by email of any new research articles published in your areas of interest. The databases provide you with access to the cutting edge of research globally.

## What subjects areas are covered by the Morling database subscriptions?

**EBSCO** covers biblical studies, world religions, church history, major denominations, religious history, epistemology, philosophy and religion in social issues. It includes many full text articles as well as citations for other articles.

**ProQuest** provides articles (many full text) in education, clinical and social psychology, psychiatry, social welfare, theology, major religions, religious and spiritual studies.

For further information about using the Databases, see the Library Resources page on Moodle. There are two Help Sheets with step-by-step instructions for logging into EBSCO and ProQuest.