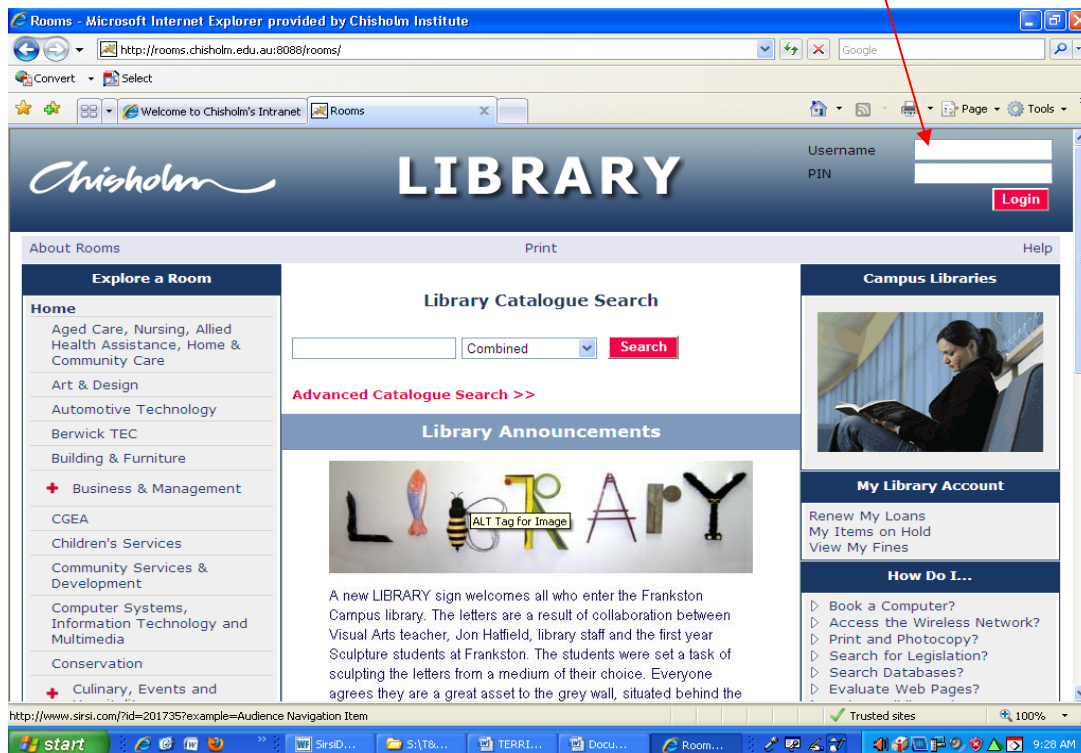


GUIDE TO USING **ROOMS** – The portal to library and information services at Chisholm Institute

HOME PAGE

Your **Rooms** home page is divided into 3 columns and within each column are a number of **content modules**. The top right hand corner of the page contains a **login entry point**.



Logging in

If you login to here you do not have to login again when searching.


Your **Username** is the library account number which is under the barcode on your student or staff card (e.g. X0000001234).

Your library **PIN** is:

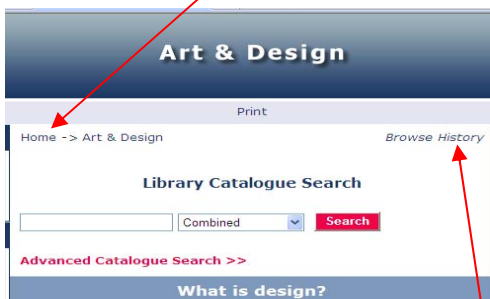
- **Students:** Day and month of your birthday (DDMM)
- **Staff:** Payroll number



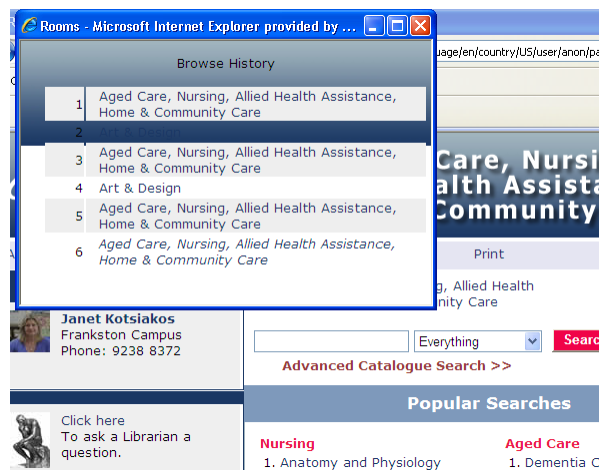
EXPLORE A ROOM

Explore a Room provides in-depth information about library resources from the various broad course areas which are delivered at Chisholm. Some 'rooms' have sub-rooms you can enter which are dedicated to specific course within a broad area. These are indicated by a  before the name of a **Room**.

You can enter a **Room** by clicking on a subject name. Return to the home page by clicking on **Home**.



To view your navigation history, click **Browse History**. A clickable list of all rooms visited during the current session is displayed in a separate window.



SEARCHING FOR ITEMS IN THE CHISHOLM LIBRARY AND SUBSCRIPTION DATABASES

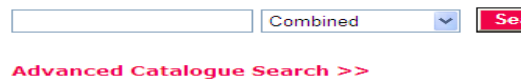
The **Quick Search Box** is available in the centre column on all pages of **Rooms**.



Combined searches across all the items listed in the library catalogue and articles in most of the library's subscription databases. If you select *Combined*, the general keyword index is searched.

Other options appear when you click on the **down arrow** in the box.

Select one to specify your search, i.e. to search the catalogue only.

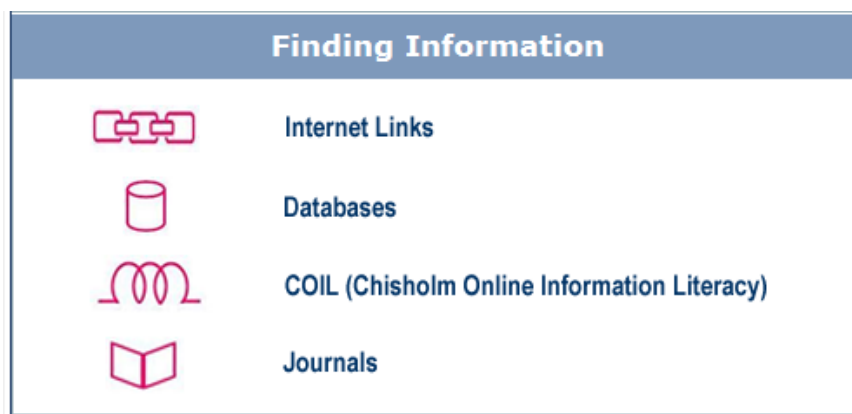


Click the **Advanced Catalogue Search** link.

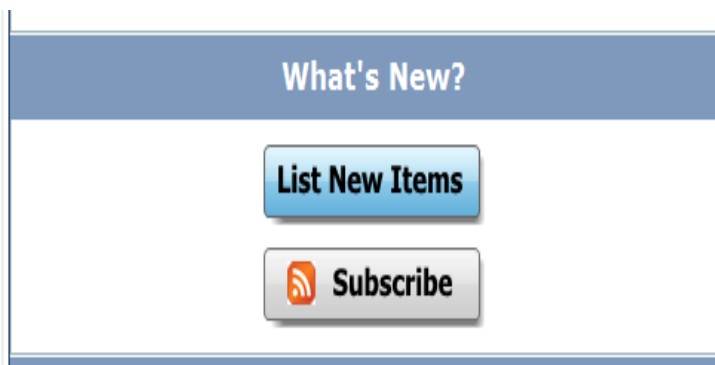
This takes you to another screen, where you can search the items listed in the library catalogue using quite specific criteria to find exactly what you are looking for e.g. a DVD on the topic of aged care and cultural diversity published in 2010.

ONLINE RESOURCES IN ROOMS

The **Finding Information** content module contains links to useful library web pages.



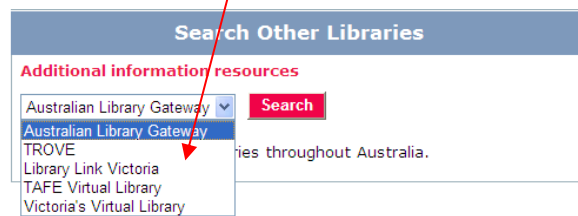
- **Internet Links** takes you to a screen containing links to numerous websites related to all Chisholm teaching areas.
- **Databases** link takes you to a screen where you can access all of the libraries subscription databases and several other free databases.
- **COIL** link takes you through to our **Chisholm Online Information Literacy** tutorials.
- **Journals** link takes you to a screen containing a list of the all the journal titles featured in our subscription databases.



What's New? contains links to all the library items ordered and received in the last month.

Subscribe allows you to set up an RSS feed of all these new items.

Search Other Libraries allows you to search the catalogues of other Australian libraries by choosing one of the web portals from the **drop down list** in the search box.



LIBRARY SERVICE LINKS IN ROOMS

My Library Account has 3 links. Click on them to:

- **Renew** any items you may have on loan.
- **View** the items you have put on hold.
- **Check** any fines you may have been charged for overdue items.

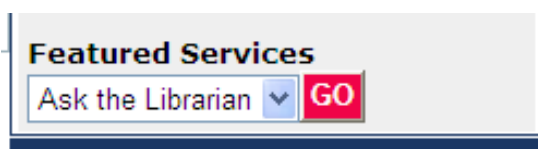
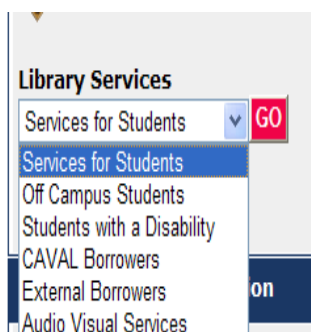


Viewing any of these areas will require your username and pin.



By clicking on any of the links in the **How Do I** content module you will be able to access information you need to help you with the tasks listed.

Library Services accessed through a drop down box listing the various services such as those for **External Borrowers**.



Featured Services. At the moment there is only one option listed, **Ask the Librarian**. This takes you to a screen which explains this service and gives you a number of options.

Copyright Information provides links to information about copyright for students and staff.



YOUR COURSE ROOM

When you click on a name in the left hand column of the **Rooms Home Page** you enter a new **Room** dedicated to a course area such as **Electrical and Electronics** or **Hair and Beauty**. Each **Room** has a number of features in common but each is tailored to the information requirements of a specific course area and some have sub- rooms devoted to specific courses within the broader course area.

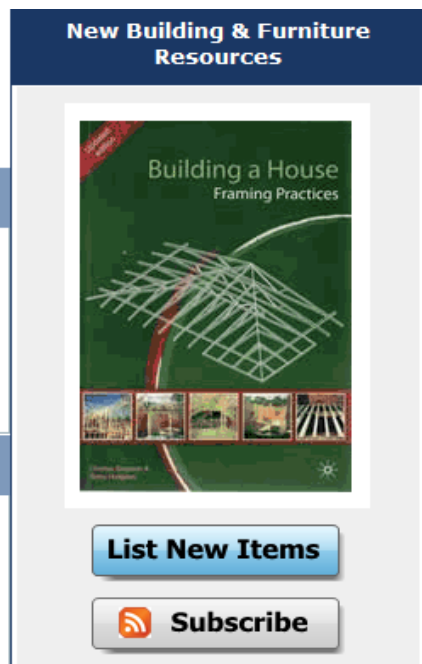
FEATURES IN COMMON



Library Contacts gives you the name and contact details of the librarian or librarians responsible for the content of the room you have entered. These librarians are also responsible for buying resources for the library in this course area and liaising with staff and students from the area in connection to their information needs.

As with the **Home Room**, **Explore a Room** allows you to navigate from one **Room** to another with one click.

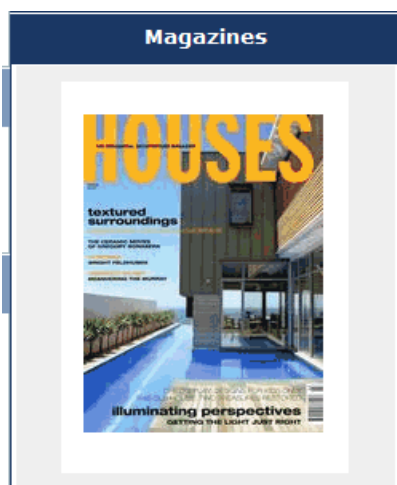
New Resources, Magazines and **COIL** are common to nearly all the **Rooms**. In addition there may be other content modules which your liaison librarian has created for further relevant library information.



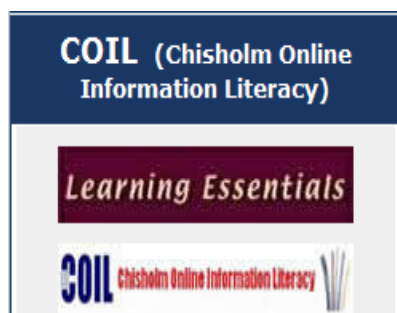
New resources contain rotating images of the covers of some new books, DVDs etc. If you click on any these images it will take you directly to the Chisholm library catalogue entries for these titles.

If you click on **List New Items** you will find a Chisholm library catalogue listing of all the new items received and ordered in the preceding month for this area.

Below this link you can click on **Subscribe** and follow the prompts to set up an RSS feed showing an up-to-date list of all the new library items in this area.



Magazines have rotating images of magazines which are in Chisholm Library and which are relevant to the course area of the particular Room. If you click on these images you will find the Chisholm library catalogue entries for all the featured magazines.



COIL (Chisholm Online Information Literacy) has two links, the top one is to the suite of online tutorials called **Learning Essentials** which covers the area of learning skills and the bottom one which is to the original online **COIL** tutorials and number of subject specific information literacy tutorials.

You will find quite a few differences from one Room to another as each Liaison librarian has tailored the content here to match the information needs of students and staff from that course area.

There is one feature common to the top centre column of all **Rooms** and that is the same **search box** you found at the top of the centre column on the **Home Page**. It operates exactly as it did on the **Home Page**.



The features which are in many of the subject Rooms include content modules called **Popular Searches, Web Sites, Databases and Reading Lists**

Popular Searches

1. Libraries
2. History of Libraries
3. Copyright
4. Censorship
5. Library technicians
6. Information literacy
7. Information organisation
8. Web 2.0

Popular Searches lists topic searches which have already been done for you using the Chisholm Library catalogue. Just click on a topic and you will find all the books, DVDs and other library materials relevant to this topic.

Web Sites

Cleanroom Technology



A list of useful websites relating to Cleanroom Technology

Web Sites offer a drop down menu which allows you to select a topic of interest. If you click **Search** you will find a list of catalogued web sites relevant to the topic selected. You can click the link in the catalogue entry to go directly to the web site.

Science & Laboratory Technology Reading Lists 2010

-  Certificate III and IV in Science
-  Certificate IV in Laboratory Techniques
-  Diploma of Laboratory Technology 1st year
-  Diploma of Laboratory technology-2nd year

Some course **Rooms** will have links to the library catalogue for the prescribed text books for particular courses. Click on the course title to access this information.

Useful Databases

Selected online resources including full text journals and newspaper articles relevant for Electrical & Electronics.



Standards Australia Online
Full text version of all Australian standards is available. (PDF format)
Also the full text version of many international standards is available through this service. For copyright reasons downloaded files will expire after 48 hours.



SafetyCare Videos
Montie consists of all 76 of SafetyCare's safety training video programs. These videos are stored on our Library server and can be accessed across the entire Chisholm on campus network. Montie will only work on Internet Explorer, Mozilla Firefox is not supported.



Australia/NZ Reference Centre
The Australia/NZ Reference Centre combines Australia and New Zealand specific magazines, newspapers, newswires and reference books to create the largest collection of regional full text content available to schools, public libraries, and academic institutions.

Chisholm Library subscribes to a number of databases which provide access to online resources such as journal articles, videos and Australian Standards. Each course **Room** will highlight those databases most relevant to the subjects covered in the course.

The headings in this content module will differ from **Room to Room** but will use the word **Databases** e.g. **Useful Databases, Marketing Databases, Featured Databases.**

Click on a **database icon** to gain access to the actual database. The description next to the icon will help you choose the databases you want to explore.

For further help in navigating around the Chisholm Library webpages, ask a library staff member.

Please read the online [Guide to Combined Searching](#) for an introduction to searching across all of our resources.