

The Carseldine Library supports the information needs of:

- Carseldine (Humanities)
- Faculty of Business (First year)
- Faculty of Health (School of Psychology and Counselling) (Human Services)
- Faculty of Science (First year)

Staff on the Information Desk will help you to find, evaluate and use the best information sources for your studies, research and teaching. You can borrow at the Loans Desk or use the Express Loans Units to borrow books yourself. Loans Desk staff will also help you to join the Library, explain borrowing policies and acquaint you with the Library's borrowing rules.

Information Desk
Level 3, R Block
Phone 07 3138 4876

Loans Desk
Level 1, R Block
Phone 07 3138 4875

Opening Hours

	Hours
Semesters 1 and 2	
Monday–Thursday	8.00am–9.00pm
Friday	8.00am–6.00pm
Saturday–Sunday	9.00am–5.00pm
Mid-semester Breaks	Normal Hours
Inter-semester Breaks	
Monday–Friday	8.30am–5.00pm
Public Holidays	
Australia Day, Good Friday, Christmas Day, New Year's Day	Closed
All other Public Holidays	9.00am–5.00pm

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QUT Library Carseldine

A self-guided tour



Welcome to QUT Library Carseldine

Please take the time to walk around the Library and become familiar with the location of the Library collections and facilities. This pamphlet is a do-it-yourself approach to learning about the resources of the QUT Library Carseldine.

Start your tour inside the entrance on Level 3 of the Library. (Please note that this is the only entrance to the Library). Directly in front of you is the **Information Desk (1)**. A Librarian is available here at all times to assist you in finding, evaluating and using Library resources.

The room adjacent to the Information Desk is the **Library Computer Laboratory (2)**. These computers provide access to electronic databases, the Internet and email. Printing facilities are provided.

To the left of the stairs is a double row of computers. These computers are primarily used to access the **Library Catalogue (3)**. The Library Catalogue lists all materials held at all QUT campus libraries. These computers also provide access to the Internet, email and databases. More Library Catalogue computers are located downstairs on Level 2.

Beyond the Library Catalogues is the **Reference Collection (4)**. The Reference Collection contains encyclopaedias, dictionaries, atlases, printed indexes, university handbooks, biographies and bibliographies. These items are not available for loan. You may use these materials within the library or photocopy the information you require. All reference material has a call number prefix R.

The **ABS Collection (12)** is located on level 2 in the Periodical Collection. This collection contains publications of the Australian Bureau of Statistics. These publications are listed in the catalogue and are shelved in ABS number order. This print ABS Collection supplements the online version, AUSSTATS.

Behind the Reference Collection is the **Map Collection (6)**. Maps are available for loan.

Surrounding the Map Collection are a number of individual study carrels. This area is reserved for quiet study.

Beyond the carrels, the room on the left is the **Adaptive Technology Laboratory (7)**.

Equipment in this room is reserved for students with special needs. Access to the room is via swipe-card only. For information on access, phone the QUT Equity Section on 3138 2699 or 3138 5601.

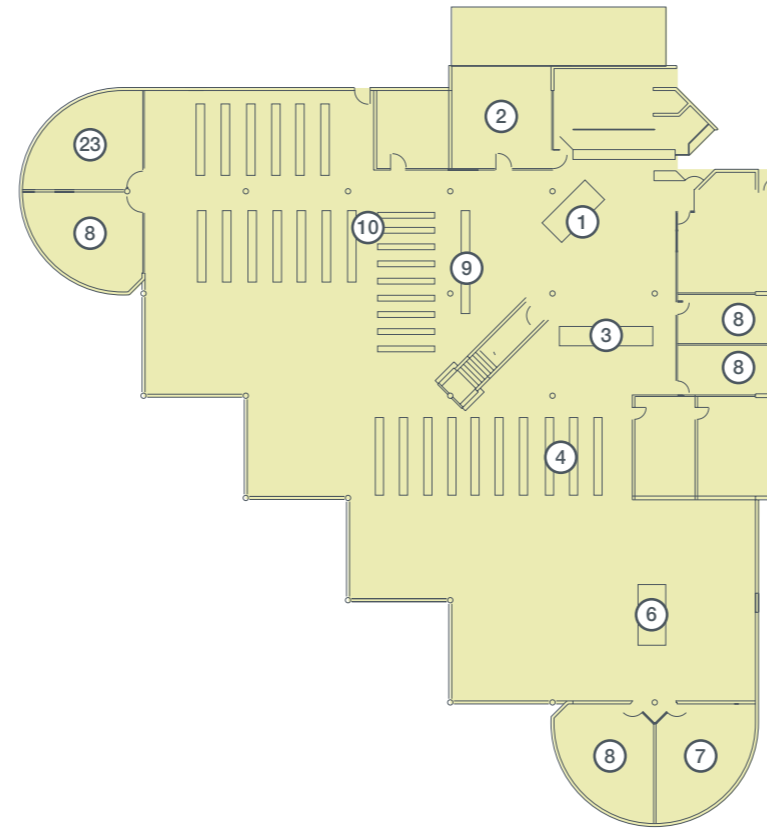
There are three **Group Multimedia Study Rooms (8)** on Level 3, R335, R336 and R337. All are bookable. The booking sheets for all bookable rooms are located on the table to the right of the Information Desk. They are equipped with a PC, and video projector for practicing presentations or doing collaborative work.

The Library **Training Room (23)** is where hands-on Library workshops are conducted.

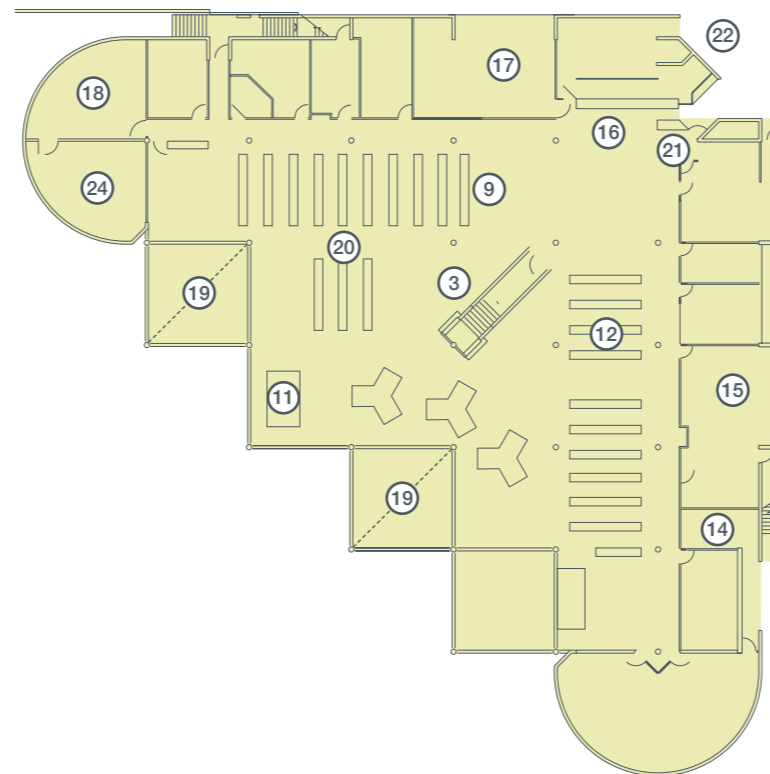
To the right of the stairs is the **General Collection (10)**. Items that have the call numbers between 001 and 616 are located here. These items are available for you to borrow. To find a book in the General Collection you will need its call number, which you can obtain from the **Library Catalogue (3)**.

You may notice some trolleys of books awaiting reshelving. If the Library Catalogue states that an item is **'In Library'**, but it does not appear on the shelf, check these trolleys. If the Catalogue states an item has been **'Recently Returned'** and you cannot find it in the library, enquire at the Loans Desk as the item may still be there.

Level 3



Level 2



Now go down the stairs to Level 2

The daily **newspapers (11)** for the current week and new periodicals are displayed on a rack alongside the staircase.

The shelves to the left of the stairs contain the **Periodical Collection (12)**. Magazines, journals and newspapers (excluding the current week) are shelved here. All Periodicals have a call number prefix P and are not available for loan but may be photocopied.

QPS (14) manage the **Photocopier Room (15)** and provide a wide range of services including photocopying, laminating and issuing of QUT-Access passwords. **Microform Readers/Printers (15)** are also located in the Photocopier Room. Ask for assistance in using the Microform readers at **QUT Printing Services (QPS) (14)**.

The **Loans Desk (16)** is where you can borrow items and pick up items on hold. The Library Catalogue can be used to renew items, to place a request for a hold and to check your borrower record.

Adjacent to the Loans Desk is the **Course Reserve Collection (17)**. Material held here includes: textbooks; other high-demand books; videos; lecture notes and reading bricks. Items from this collection may be borrowed for two hours only. To locate an item you will need its call number. This is available from the **Library Catalogue (3)**. Course Reserve material is to be returned in the slot provided in the Loans Desk. Copiers are available within the Course Reserve Room.

On leaving Course Reserve turn right and continue along the wall. You will arrive at the **Preview Room (18)**. It contains video players, cassette players and CD players. Next to the Preview Room is a large general study area **(24)**.

Head back towards the central staircase. Four **Group Study Rooms (19)** are available for small group or individual study. These rooms cannot be booked.

The **General Collection (20)** continues on this floor with the Dewey Call numbers 617-999.

Alongside the central staircase are more Library Catalogue computers. These are available for quick catalogue searches.

The **Exit (21)** is at the end of the Loans Desk. This is the only exit from the Library. There is a security system that detects items that have not been borrowed. As you leave the Library, if you look to your left you will see two **Book Return Chutes (22)**. The chutes are open 24-hours-a-day and enable you to return Library materials after hours. You do not have to enter the Library to return Library materials.

This self-guided tour has only covered the basics. If you wish to get the greatest benefit from the resources of QUT Library, we suggest that you take advantage of the Library Skills training sessions. For more information ask at the Information Desk or phone 3138 4876.