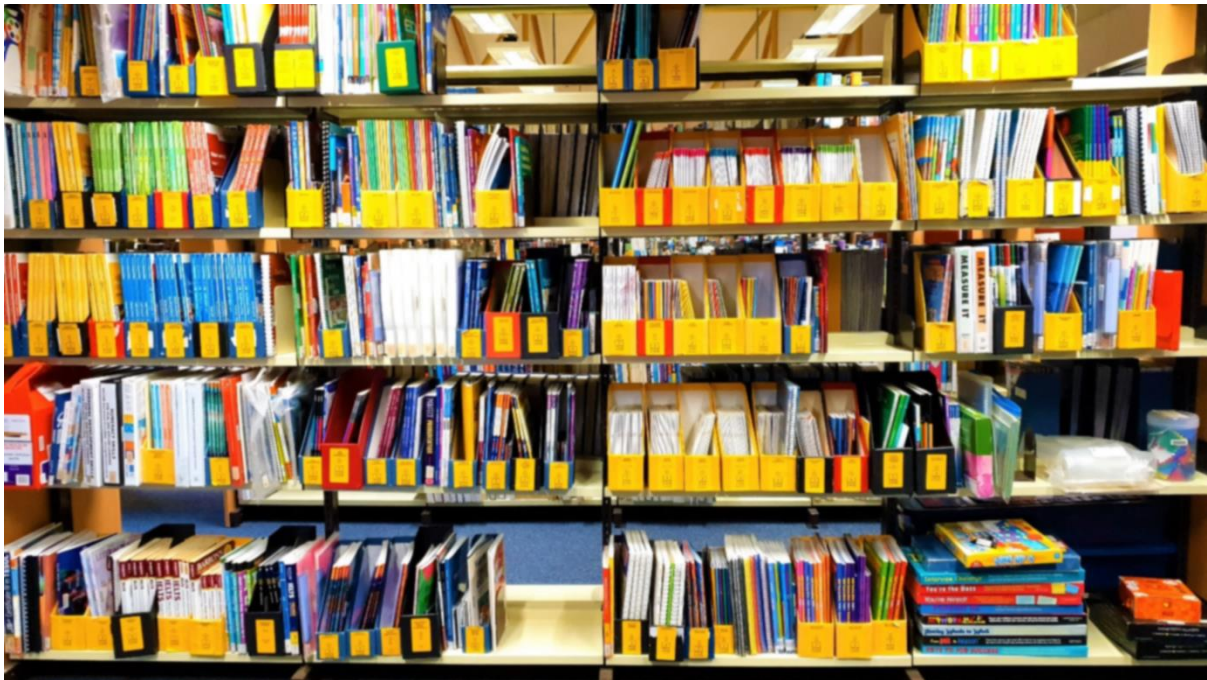# WELCOME!

Welcome to the SuniTAFE Library!

This quick reference pack is full of useful information to get you started as a new student at SuniTAFE.

The SuniTAFE Library and staff are here to help you from when you start your qualification, through to when you finish and beyond.

We wish you the best of luck with your training!

SuniTAFE Phone: 1300 478 648

Swan Hill Learning Commons
Phone: 03 5036 0234
E: swanhillLC@sunitafe.edu.au

Mildura Gambetta Library
Phone: 03 5022 3758
E: LRC@sunitafe.edu.au

Table of Contents

SuniTAFE Phone: 1300 478 648

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Phone: 03 5022 3758
E: LRC@sunitafe.edu.au

Below you will find our opening hours and some of the services and resources that are available to you from the Library.

Library Opening Hours

Monday - Friday	8.30am - 5.00pm
Saturday & Sunday	Closed

Swan Hill Learning Commons Opening Hours

Monday - Friday	8.30am - 5.00pm (1:00-2:00pm Closed)
Saturday & Sunday	Closed

Please note – hours may vary during the term break & public holidays

1 Services we offer

❖ Student ID Cards – We can print your initial ID card when you first arrive and if you need a replacement at any time during your training.

Initial ID Card $ 0.00 (no cost)
Replacement ID Card $ 3.00

❖ Computer Access Set-up – We will help you to log into the SuniTAFE Network for the first time.

❖ Password Reset – If you have forgotten your password or have been locked out, we can reset your password.

❖ General IT troubleshooting – Issues connecting to the SuniTAFE Wifi? Can't access SuniConnect or Moodle on your own device? Bring it in to us and we'll help get you connected.

❖ Suniconnect troubleshooting – Trouble accessing Suniconnect remotely? Can't upload a document for your assignment? Contact one of our staff to help.

❖ General Assignment Assistance – We can read over your assignments and help with common issues and inconsistencies, such as spelling, grammar, formatting, and referencing. You can also contact our Student Support Services for more comprehensive assistance (see section 7).

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❖ Borrowing Resources – In addition to our Self-Loan Kiosk, we can assist with checking out books and other Library Resources.

❖ Room booking – We currently have 2 rooms available to students to book for group meetings or study sessions, as well as video conferencing.

❖ Laminating – We provide a laminating service for, Paper ID cards, A4 & A3 pages at the following prices:

Paper ID cards	$ 0.50
A4 Page	$ 1.00
A3 Page	$ 2.00

❖ Spiral binding – If you have one or more printed documents or books, we are able to spiral bind them for you, for the following price:

Per bind $ 2.75
Includes Comb, Clear PVC Cover & Black Card back
Up to 600 pages

❖ Printing – If you need to print a document or image, we have a A4 & A3 full colour printer available to use, with the following prices:

		Black & White	**Colour**
A4 page	Single sided	$ 0.04	$ 0.09
	Double sided	$ 0.06	$ 0.16
A3 page	Single sided	$ 0.09	$ 0.14
	Double sided	$ 0.16	$ 0.26

Printing credit can be loaded onto your student card at the Self-Loan Kiosk, or at the Library Desk.

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2 Resources

2.1 Physical Resources

2.1.1 Main Shelves

We have a large collection of Non-Fiction books available to borrow, including the following main areas (Call number in bold):

150	Psychology	**621**	Electrical
305	Childcare	**621**	Welding
333	Land & Environment	**629**	Automotive
361	Social Work	**632**	Horticulture and Agriculture
371	Teaching	**658**	Business
580	Plant Identification	**700**	Arts
590	Animal Identification	**800**	Literature
610	Nursing & Aged Care	**900**	History
620	Engineering		
PER	Journal section with a large Art collection	**AV**	A range of movies and educational DVD's

2.1.2 Casual Reading

Our Casual reading area has a collection of:

- ❖ Children's Picture Books
- ❖ Junior Fiction Books
- ❖ Adult Literature
- ❖ A range of Magazine's covering a number of topics, such as gardening, automotive, horticulture and more.
- ❖ Newspaper section including major newspapers such as: Sunraysia Daily, The Age, Herald Sun and more. (*newspapers must remain in the Library and cannot be loaned*)

2.1.3 Computer resources

We also have

- ❖ Computer Lab – If you don't have access to a computer, we have a computer lab available to use in the Library
- ❖ Laptop Loans – Laptops are available for short-term loan while on campus, for example if you need them during a class (*Laptops are unable to be taken home, and will not work off-campus*)
- ❖ Computer accessories – We have headphones, computer mice, and some chargers available for short term loan if needed.

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2.2 Online Resources

We have several Online resources that are available for all students that can be accessed on Campus or at Home via Suniconnect.

- ❖ Library Catalogue – Search our physical resources to see what is available on the shelves. You can search by title, author or general subject: http://gambetta.sunitafe.edu.au

- ❖ Referencing Guides – Detailed guides for Harvard and APA referencing styles to use for your assignments, as well as a La Trobe University Academic Referencing Tool: https://latrobe.libguides.com/referencing-tool

- ❖ Smartcopying – Extensive information on copyright issues for students, and how to acknowledge the use of other people's work correctly: https://smartcopying.edu.au

- ❖ ClickView – A large online resource with course related videos for students and teachers. Student email is required to login: *studentID@students.sunitafe.edu.au)* https://sunitafe.online.clickview.com.au

- ❖ Kanopy – Online streaming service with a wide range of entertaining and educational films: https://sunitafe.kanopy.edu.au *Contact Library Desk (03 5022 3758) or visit Suniconnect for login details*

- ❖ Safety Hub – A collection of Safety videos that can help with your studies and in the workplace: https://sunitafe.safetyhub.com *Contact Library Desk (03 5022 3758) or visit Suniconnect for login details*

- ❖ MIMS Online – Up to date Pharmaceutical information, including drug interactions. *(Find link on the Library Resources page in Suniconnect – see section 4)*

- ❖ Issues in Society (Digital) – An eBook series covering a number of specific social issues along with latest news and statistics from trusted sources. *(Find link on the Library Resources page in Suniconnect – see section 4)*

- ❖ SAI Global – A collection of Australian Standards required for Trade Sectors, such as Electrical, Plumbing and Building. *(Find link on the Library Resources page in Suniconnect – see section 4)*

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❖ EBSCO Host – Online Database of Academic collections that are suitable for referencing in your assignments. *(Find link on the Library Resources page in Suniconnect – see section 4)*

EBSCO Journals

- o Regional Business News – Incorporated coverage of more than 80 regional publications covering all metro and rural areas withing the United States.
- o Business Source Premier – Business research database in all disciplines of business including markerting, management, information systems, production and operations, accounting, finance and economics.
- o CINAHL Plus – Specific database covering the Nursing & Allied Health sector dating back to 1937.
- o Hospitality & Tourism Complete – covers scholarly research and industry news relating to all areas of hospitality and tourism.
- o Vocational Studies Complete – designed specifically for the research needs of Further Education colleges and provide comprehensive coverage of the most relevant certificate level content.
- o GreenFILE – well-researched information covering all aspects of human impact to the environment.
- o Library, Information Science & Technology Abstracts – covers librarianship, classification, cataloguing, bibliometrics, online information retrieval, information management and more.
- o ERIC (Education Resource Information Centre) – access to education literature and research dating back to 1966.
- o Teacher Reference Centre – Provides indexing and abstracts from 280 of the most popular teach and administrator journals and magazines for educators
- o Australia/ New Zealand Reference Centre Plus – combines Australasian magazines, newspapers, newswires and reference books to create the largest collection of Australian content available.
- o Education Source – provides indexing and abstracts for academic periodicals and full text journals and books for education students, professionals and policy makers, spanning from early childhood to higher education and education specialties.

EBSCO eBooks

A collection of online books focussing on Information Technologies and Agriculture

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3 General FAQ's

What can my Student ID card be used for?

Borrowing materials and laptops from the Library, photocopying and printing, adding printing credit from the Self-Loan Kiosk

What if I lose my ID card?

You can purchase a replacement card from the Library for $3.00.

How do I access the Library Catalogue (Library Search)?

The Catalogue is available through Suniconnect or direct from the website: Gambetta.sunitafe.edu.au

Where do I return my items?

At Mildura, return your items to the wooden return bin on the landing at the top of the stairs or to the Library Desk.

In Swan Hill you can return them to the return box outside the Library, or to the Library Desk.

Can I access the Internet in the Library using my Laptop?

Wireless internet access is available at all campuses, by connecting to SuniTAFE-Students WIFI with your Student ID and Password. If you need further assistance please see the Library Staff.

How many items can Students Borrow?

SuniTAFE Students can borrow up to 10 items at one time.

Can I renew my items?

3 week loans can be renewed twice, provided that they are not overdue or on hold for another borrower. You can do this through the Self-Loan Kiosk or by contacting the Library Staff.

Can I place holds on items?

Holds can be placed on any 3 week loan item that is currently checked out to another borrower. You can place a hold by contacting the Library staff.

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Library Notices

The Library sends out overdue notices via email to borrower's nominated email account. Email notices are sent out as a courtesy. Non-receipt of a notice by a borrower does not constitute grounds for dispute of a penalty. Borrower's who have items overdue are not permitted to borrow resources.

Will I get fined for late return of items?

You will not incur a fine for late items; however, if the item is not returned 2 months after the due date, the item will be considered lost and the borrower will be invoiced for a replacement item.

Are there study areas available in the Library for students to use?

The Library has two meeting rooms available for student use. To book a room, contact the Library Staff. There are also seats set aside for quiet individual study and for group study where quiet discussion is allowed.

How long can items be borrowed?

Items from the Main Shelves and Casual Reading Books can be borrowed for 21 days (3 weeks) unless otherwise stated (*noted on the spine of the book*).

Audio-Visual items (DVD's) can be borrowed for 7 days.

The most recent copies of Magazines can be borrowed for 2 days, and earlier issues can be borrowed for 7 days.

Scanning, Photocopying and Printing

Student can use the Library's photocopier using their Student ID cards. Any document scanned by the student will be sent as an attachement through to their SuniTAFE student email.

You will need to put credit on your Student account before printing or copying. Students can add more credit to their account by using the Self-Loan Kiosk located in the Library. For assistance please see the Library Staff.

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4 SuniConnect Portal (Moodle)

You can log in and access SuniTAFE remotely through the Student portal – SuniConnect. This will give you access to your Course in Moodle as well as the Library Online Resources.

4.1 Logging into the Portal

4.1.1 Step 1

To access the SuniConnect student portal go to http://www.sunitafe.edu.au/ and then click on the SuniConnect link as indicated below:
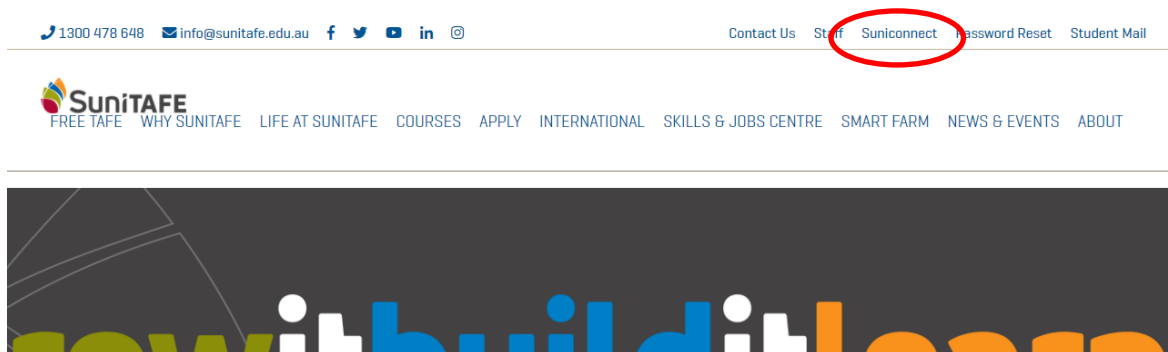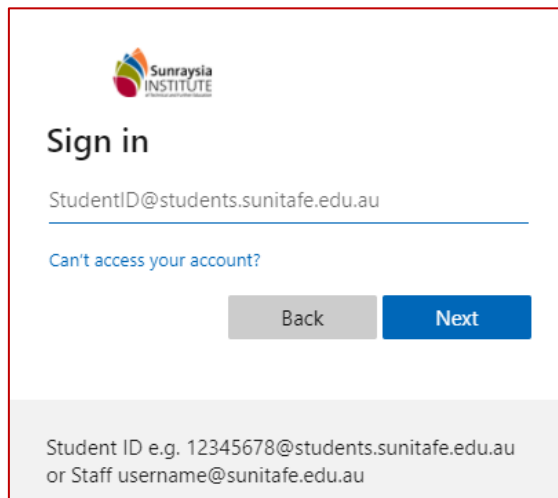
4.1.2 Step 2

Enter your username and password.

Your username is your SuniTAFE student email address:
StudentID@students.sunitafe.edu.au. Your SuniTAFE password is your network password (same as computer login). If you have forgotten your SuniTAFE password you can request a password reset (see Library Staff).

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You will be greeted with the "My Courses" page in Moodle, where you can see the units you are currently enrolled in.
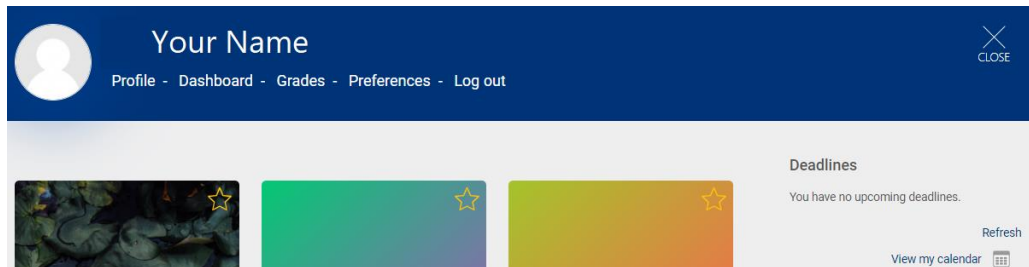
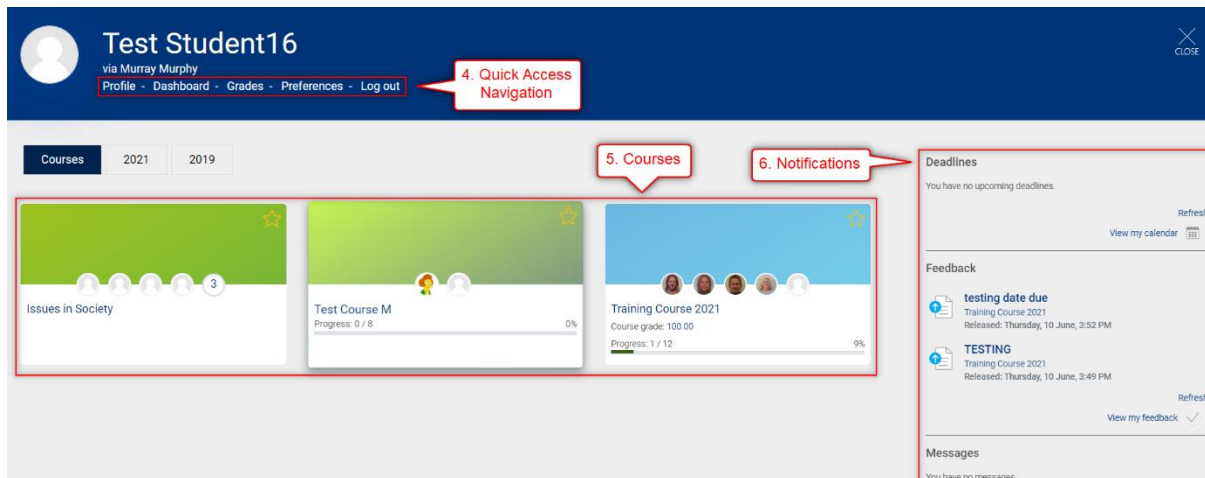## 4.2   Navigating Suniconnect
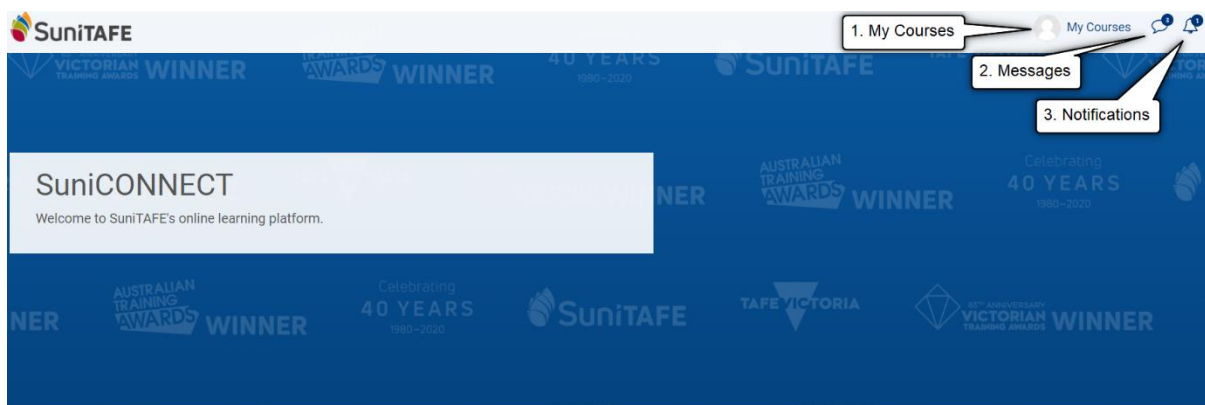
4.2.1   1. My Courses (Moodle)

An overall access/ view of the courses you are enrolled into.

4.2.2   2. Messages

Where to access your messages from students and staff, as well as announcements.

4.2.3   3. Notifications

Where to acces notifications, such as grading and assignment submissions.

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4.2.4   4. Quick Access Navigation

❖ Profile – Make changes to your profile settings.
❖ Dashboard – A overview of Suniconnect that you can customize to your needs.
❖ Grades – Access Grades from your courses.
❖ Preferences – Make changes to your preferences, such as notifications, calendar view and preferred language.

4.2.5   5. Courses

These are the courses you are enrolled in as a student or teacher.

4.2.6   6. Notifications

A quick view of your Notifications such as:
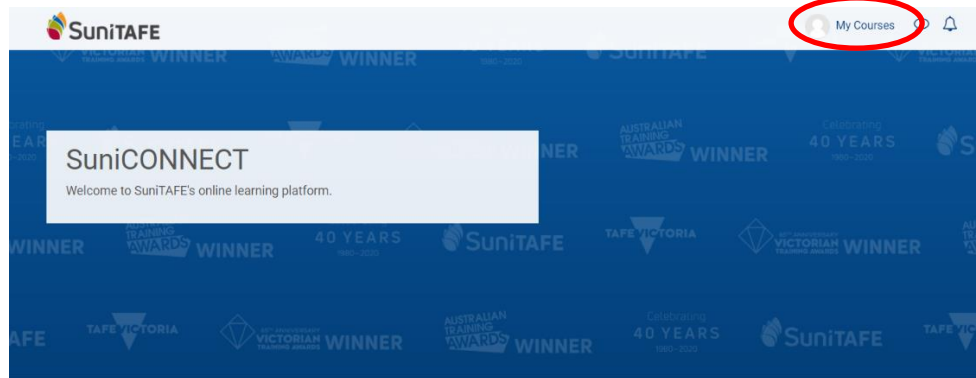
❖ Deadlines
❖ Grading
❖ Messages
❖ Forum Posts

4.3   Library Resources Links

To access the Library Online Resources, click the "Close" button in the top right:

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Phone: 03 5036 0234
E: swanhillLC@sunitafe.edu.au

Mildura Gambetta Library
Phone: 03 5022 3758
E: LRC@sunitafe.edu.au
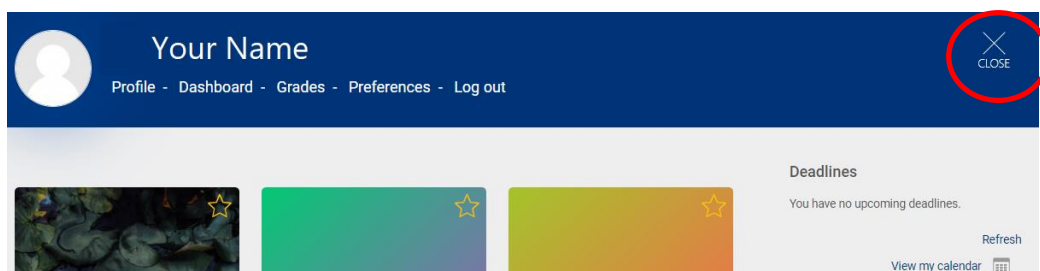
You will now be able to scroll through the page to view a number of Library resources, Self-Help Guides and Student Services.

To see your Course Units again, click on the "My Courses" link in the top right corner.

If you need any further assistance, feel free to contact the Library Staff

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5 How to log into Student Emails while Off-Campus

You can log in and access your SuniTAFE Email remotely through the SuniTAFE website
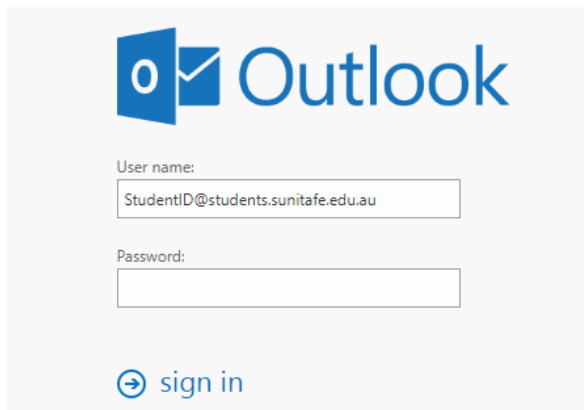
5.1 Step 1

Go to http://www.sunitafe.edu.au/ and then click on the Student Mail link as indicated below:
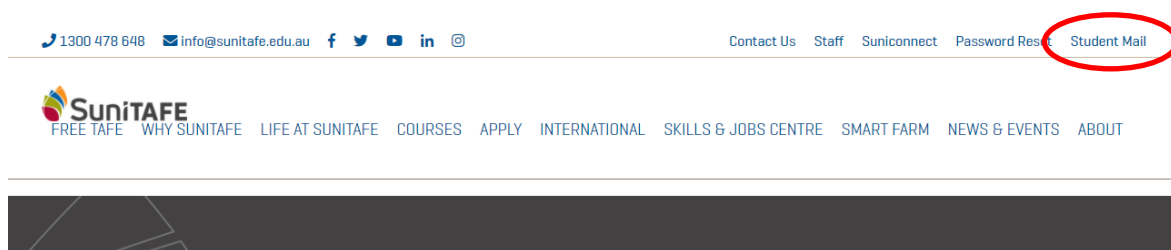
5.2 Step 2

Enter your Student Email and password.

Your email is: **StudentID**@students.sunitafe.edu.au. Your password is your network password (same as computer login).

If you need further assistance or have forgotten your password you can contact the Library Staff:

Phone: 03 5022 3758

Email: LRC@sunitafe.edu.au

SuniTAFE Phone: 1300 478 648

|		
![SuniTAFE logo]	**Swan Hill Learning Commons** Phone: 03 5036 0234 E: swanhillLC@sunitafe.edu.au	**Mildura Gambetta Library** Phone: 03 5022 3758 E: LRC@sunitafe.edu.au

6 How to download Microsoft 365

As a SuniTAFE student you can have a free full subscription to the Microsoft 365 suite, for the duration of your course enrolment, to download on up to 5 personal devices. This includes; Word, Powerpoint, Excel, OneDrive and more.

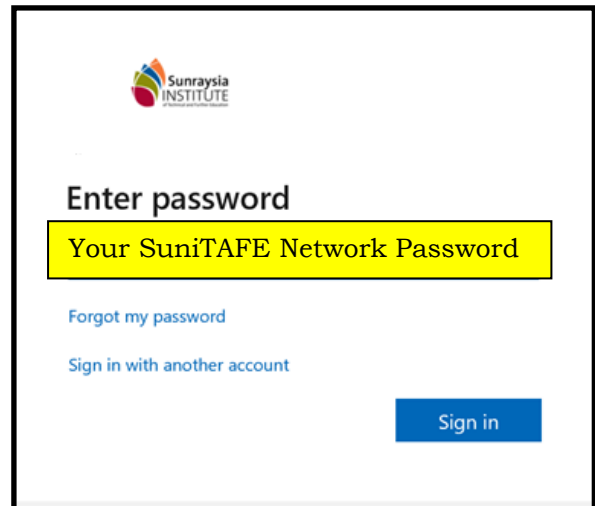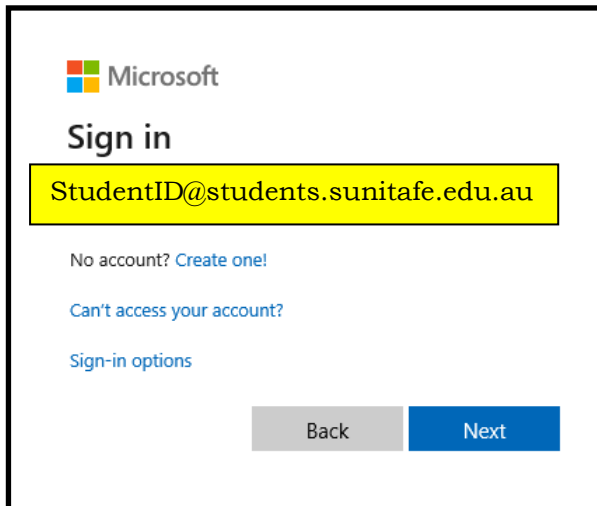On the device that you want to Install Microsoft 365 follow the steps below:

6.1   Step 1

Open a new internet tab and go to: https://login.microsoftonline.com/ Click on the "Sign in" Option in the top right corner
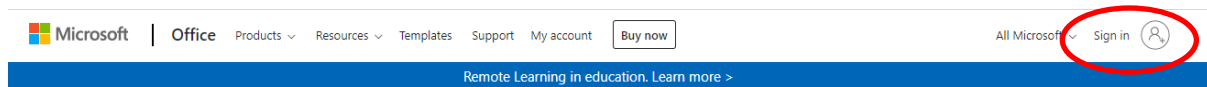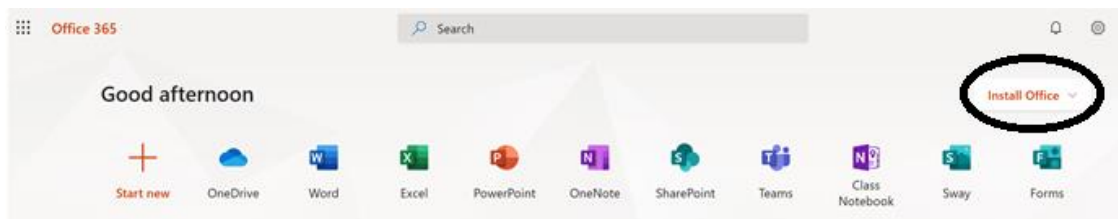
6.2   Step 2

Sign in with your SuniTAFE student email address & password (see below example)

6.3   Step 3

Select Install Office (see below example)

Follow the prompts to complete installation and activation. Contact Library Staff for assistance if help is required.

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6.4   Additional Features

6.4.1   OneDrive

As part of the Microsoft 365 suite, you have access to Microsoft OneDrive. This is an online folder you can use to save your documents, allowing you to access them anywhere; as long as you're a SuniTAFE student – no need to bring a USB!

As long as you are logged into Microsoft with your Student details your documents will save in your Microsoft OneDrive.

It's also handy to use to backup your files so you have extra copies in case documents are accidentally lost or become corrupted.

6.4.2   Microsoft Suite Online

If you're using a device that does not have the Microsoft 365 apps downloaded, you are able to view and edit documents online, simply by logging into Microsoft Online.

Swan Hill Contact
StudentSupportServices@sunitafe.edu.au
Counsellor and Disability Advisor:
03 5036 0225

Mildura Contact
StudentSupportServices@sunitafe.edu.au
Student Counsellor   0447 951 233
Disability Advisor   03 5022 3629
Student Wellbeing Officer 03 5022 3782

7 Student Support Services

7.1   About us

Student Support Services provide **free** and **confidential** services to students across all SuniTAFE campuses. Student Support Services staff are located at the Mildura and Swan Hill campuses, with outreach to the Robinvale and Horsham campuses.

Student Support Services can assist with personal and study related matters. All Student Support Staff are Child Safety Officers and can speak with students regarding any child safety concerns.

7.2   Services

7.2.1   Student Services

❖ Adjusting to study

❖ Study related-issues (e.g. procrastination; time and stress management)

❖ Information and Resources available to you

❖ Assistance with understanding Student policies

7.2.2   Academic Support

The Academic Support Mentor is familiar with the SuniTAFE learning environment. They can work with you (and your teacher/s) in giving assistance to you wherever it is needed in your study journey. All SuniTAFE students can access this support which is in the form of one hour face to face or Zoom study sessions. We would like to support you in your learning journey.

❖ Help set up a study plan & guide you through your first assignment.

❖ Help you navigate online learning or other learning resources.

❖ Help with your English comprehension, essay writing and grammar.

❖ Work with you with any assessment tasks and resubmissions.

❖ Assist in getting your work completed on time.

	Swan Hill Contact	**Mildura Contact**	
	StudentSupportServices@sunitafe.edu.au	StudentSupportServices@sunitafe.edu.au	
	Counsellor and Disability Advisor:	**Student Counsellor**	0447 951 233
	03 5036 0225	**Disability Advisor**	03 5022 3629
		Student Wellbeing Officer	03 5022 3782

7.2.3 Wellbeing and Counselling

The Counselling and Wellbeing staff provide short-term support for enrolled students. Counselling and Wellbeing Staff can provide information, support and counselling for concerns, which may include:

- ❖ Anxiety, stress and depression
- ❖ Relationship or family problems
- ❖ Conflict resolution or mediation
- ❖ Referrals to other services (e.g. health services)

7.2.4 Disability Support

The Disability Advisor within Student Support Services can work with students who have a disability, impairment or medical/chronic health condition to lessen the impact the impairment has on their studies, and assist them to achieve their study goals.

- ❖ Consult with the student and their supports
- ❖ Discuss an achievable workload for the student
- ❖ Provide support
- ❖ Refer to specialist services

7.3   Self-Care Tips

During busy times there may be a short wait for an appointment. If you find that you have to wait for an appointment, there are many helpful things you can do to support and care for yourself while you wait.

- ❖ Take care of your physical self
- ❖ Establish a daily routine and stick to it - including enjoyable hobbies.
- ❖ Try relaxation strategies such as slow, deep breathing, calming music, meditation or mindfulness.

7.3.1   Relationships

- ❖ If you feel unable to be alone, ask a friend/family member if they can stay with you. Ask for help and let someone know if you may need support.
- ❖ Choose to be with people who are positive and care about you. Even if you are irritable, try not to push away people who care about you.
- ❖ Care for yourself - you may not be able to support others just now and remember it is okay to say 'no' to unwanted demands

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Student Wellbeing Officer   03 5022 3782

7.3.2   Managing Distress

❖ Reassure yourself that you can tolerate feeling your emotions, as they come and go.
❖ Remember happy or good times when you felt different to now.
❖ Focus on positive parts of yourself or your life, and notice any positive experiences (no matter how small!).

7.3.3   Helpful Apps and Websites

There are a number of apps and websites that have helpful tips and information that you may benefit from, while you wait for an appointment. These include:

Websites	Apps
www.beyondblue.org.au	BeyondNow Suicide Safety Plan
www.headspace.org.au	My Compass
www.au.reachout.com	Smiling Mind
www.suicidecallbackservice.org.au	Headspace
www.kidshelpline.com.au	See the Reachout website: au.reachout.com/tools-and-apps for a full list of Apps ready to download
www.grief.org.au	
www.thedesk.org.au	

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Counsellor and Disability Advisor:
03 5036 0225

Mildura Contact
StudentSupportServices@sunitafe.edu.au
Student Counsellor   0447 951 233
Disability Advisor   03 5022 3629
Student Wellbeing Officer   03 5022 3782

8 Emergency Contacts

In an Emergency, please contact 000

8.1   Mildura Services

Mildura Hospital Emergency Dept.	03 5022 3389
Mildura Mental Health Service	03 5022 3500
Mildura Police Station	03 5018 5300

8.2   Swan Hill Services

Swan Hill Police Station	03 5036 1600
Swan Hill District Hospital	03 5033 9300

8.3   Freecall Wellbeing Support

Headspace	1800 650 890
Lifeline	13 11 14
Beyond Blue Support Service	1300 224 636
Suicide Line Victoria	1300 651 251
Suicide Call Back Service	1300 659 467
Kids Helpline	1800 55 1800
MensLine	1300 789 978
Nurse on Call	1300 606 024
1800 Respect	1800 737 732
Grief Line	1300 845 745