

Computers

A number of computers are available within the library for use with St Vincent's logins and passwords.

Staff without internet access from their own login can request limited access (no printing).

Printing

Standard black and white printing is provided to St Vincent's staff at no cost for work and study purposes.

WARNING!!

To avoid accidental printing of confidential documents in the library, please **do NOT choose the library printer as a default printer!**

Scanner and Plotter

All staff have access to the scanner and large plotter which prints documents in colour up to A1 size (84 x 59.4 cm). Bookings are essential, particularly during Research Week.

Photocopying

St Vincent's staff needing copies for work purposes are entitled to borrow a free photocopying card from the loans desk. Cards may be purchased for personal copying. Photocopy cards for affiliated staff are charged back to their departments. Copyright regulations apply.

UptoDate

The UptoDate program is an online expert review of clinical medicine. It can be accessed from one computer in the library. Booking is recommended.

Website

The library's intranet website can be accessed via the department pages or from the catalogue.

Hours

Monday to Friday	8.45 am - 8.00 pm
Saturday	10.00 am - 5.00 pm
Sunday	1.00 pm - 5.00 pm

Telephone numbers

Loan enquiries	9288 2540
Reference & general enquiries	9288 2541
Chief Librarian	9288 2542
Facsimile	9288 2539

Email

library.svhmlibrary@svhm.org.au

Postal address

Carl de Gruchy Library
St Vincent's Health Melbourne
PO Box 2900
Fitzroy Vic 3065

Affiliated Libraries

The St Vincent's Health Library Service incorporates:

- Carl de Gruchy Library, Fitzroy
- Caritas Christi Library, Kew
- St George's Hospital Library, Kew

Carl de Gruchy Library

St Vincent's Health Library Service

A professional library and information service for the staff and students of St Vincent's Health Melbourne



St Vincent's

Continuing the Mission of the Sisters of Charity

Carl de Gruchy Library

Clinical Sciences Building
Corner Princes and Regent Streets
Fitzroy Vic 3065

9288 2540
library.svhmlibrary@svhm.org.au

Membership

Staff membership of the Carl de Gruchy Library is open to:

- all staff on the payroll of St Vincent's Health or affiliated institutions (no deposit required);
- temporary or visiting staff at St Vincent's for a minimum of 1 month (\$10 deposit required).

Registration can be completed at the loans desk. A SVH ID must be presented at the time of registration, and a barcode will be attached to the back.

Your borrower record

You can create booklists, put items on hold and renew items through your borrower record, accessible via the library catalogue.

Your User ID is the last 6 digits on your barcode. Your pin number is the 4 digit number you choose when registering.

Resources

Catalogue

Direct access to the online catalogue is via the SVH intranet homepage - link on lower left hand corner.

Journal List

A searchable list of all print and electronic library holdings is available via the "Journals Available" tab in our catalogue. This includes hyperlinks to electronic formats where applicable. External access to this list is available to staff upon request.

Clinicians Health Channel

CHC is a government funded gateway to major electronic resources such as Medline, CINAHL & PsycINFO. Access is from the SVH intranet homepage. External access is available to staff upon request.

Loans

Standard loans

Books not marked "overnight" or "textbook" may be borrowed for four weeks plus two renewals.

Overnight loans and textbooks

Books marked "overnight" can be borrowed for one day or a weekend. Those marked "textbook" can be borrowed for two weeks. Neither can be renewed.

Journals

Staff may borrow journals from the unbound journal shelves (not newly arrived) and bound journals for two days with one renewal.

Note: Staff may copy articles within the library for work purposes using a free photocopy card available from the loans desk. Copyright regulations apply.

Renewals

Eligible items can be renewed before the due date as long as they are not reserved and all fines are paid. This can be done online via your borrower record, or by contacting staff by telephone, email or in person.

Returns

Return chutes are located both within the library and externally in the passage between the Clinical Sciences Building and the Clinical School. If using the external chute please ensure that all items are pushed right in.

Overdues

Fines accrue at \$1 per item per day. If they reach \$10 borrowing privileges will be withdrawn until outstanding fines are reduced to \$5 or less.

Save yourself a fine!

Did you know that items returned via the external chute before opening hours are counted as being returned the day before? Get them in before 8.45 am and save yourself some money!

Services

Inter library loans

Journal articles and books not held within the Carl de Gruchy Library are often available via inter library loan.

This service is free to SVH staff as long as it is for work purposes. Limited inter library loans for personal use are also available, but staff studying externally are encouraged to use their university services.

Inter library loans for affiliated staff are charged to their departments.

Orientation and Search Tutorials

Individual or group library orientation sessions are available upon request, as are sessions on search techniques for databases such as Medline and CINAHL. Call 9288 2541 to arrange a time.

Literature searches

Staff are eligible for free literature searches for work purposes. E-forms are available from the "Library Services Request Forms" tab in the catalogue, or a paper version can be completed at the loans desk. Staff needing literature searches for personal study are encouraged to book a database searching tutorial.

Current Awareness

Current awareness services include:

- **SDIs** - automatic literature search updates distributed by email;
- **TOCs** - automatic tables of contents for journals indexed in the Clinicians Health Channel, distributed by email;
- **Knowledge Update** - the library's weekly bulletin which includes feature articles on hot topics, lists of new holdings and site spotlights. Available from G:\Research\Library\Public\Knowledge Update\KUcurrentissue.pdf. Please contact the library if you would like email notification of new editions.