



MONASH University
Library

Off-campus study



GROUP OF EIGHT

www.lib.monash.edu

All Monash students can use many Library resources via the Library web page at: www.lib.monash.edu

- Library databases
- reading lists, lectures online
- electronic books, journals and newspapers
- online tutorials
- past exams database
- Library guides.

You are also eligible for the following services if you are enrolled in an off-campus learning course, or more than 50% of your enrolment is in off-campus mode.

Loans for off-campus students

Details of your loans entitlements are at: www.lib.monash.edu/services/loans/monash-table.html

Postal loans

You can request items for postal loan online. If you do not have access to the internet, you can telephone 03 9905 5054 or 1800 331 194 (toll free outside Melbourne). The Library will pay for the outward postage; you pay for the return postage. Returned items must reach the Library by the due date rather than be posted on the due date.

Electronic delivery of print materials

Undergraduate students

Electronic copies of journal articles and book chapters including reserve materials that are only available in print can be provided. Request via the form: www.lib.monash.edu/forms/offcampus-copy-request

Postgraduate students

You can request web delivery of journal articles and book chapters via document delivery: www.lib.monash.edu/services/loans/docdel.html

Information research and learning skills

Librarians can work with you on:

- how and where to start researching your topic
- effective use of databases and the internet
- finding, evaluating and incorporating information
- using the Library's collections

- citing and referencing to avoid plagiarism
- managing your research data
- using EndNote.

www.lib.monash.edu/information-research-skills

Learning skills advisers can work with you on:

- study methods and exam preparation
- collaboration and teamwork
- effective listening and note-taking
- problem-solving and critical thinking
- reading strategies
- essay, report and thesis writing
- writing for research projects
- academic English
- oral communication and presentation skills

www.lib.monash.edu/learning-skills

For online tutorials: www.monash.edu/lls/offcampus
and www.lib.monash.edu/tutorials

Access to libraries

You can visit any branch of Monash University Library to:

- participate in classes – see www.lib.monash.edu/classes
- talk with a librarian or learning skills adviser
- borrow and return items in person
- make enquiries at a service point
- use computers and other facilities.

You can borrow from other university and TAFE libraries in Victoria with a CAVAL card. Register for a card at: www.lib.monash.edu/forms/caval-offcampus-form.html or contact Library Services for Off-campus Students.

If you live in another Australian state, you can borrow from other academic libraries through the University Library Australia reciprocal borrowing scheme. To register at a participating university you must present proof of current enrolment at Monash University and photo ID. For more information: www.caul.edu.au/caul-programs/university-library-australia/ulaparticipants

Postgraduate students may also request interlibrary loan and document delivery from other libraries:

www.lib.monash.edu/services/loans/docdel.html

If you live overseas, you may request a letter of introduction online from: www.lib.monash.edu/forms/offcampus-letter-request. Please note that privileges are dependent upon policies of the lending library.



More information

In person

At a service point at any branch

ask.monash

ask.monash.edu (check frequently asked questions or submit an enquiry)

Phone

+61 3 9905 5054

1800 331 194 (toll free outside Melbourne)

Monday to Friday 9am – 10pm; Saturday and Sunday
1–4.45pm (during semester)

Website

www.lib.monash.edu/services/offcampus



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