How to Find Information

Books, videos and other library resources can be located by searching the library catalogue at http://library.chisholm.vic.edu.au/opac. Items on loan or at another campus library can be requested via the catalogue, and are sent to whichever campus you choose as soon as they become available. There is no charge for this service, and you are emailed or sent a letter telling you when the items are ready to be picked up.

Useful Numbers and Subjects

Call numbers are given to items so that they can be found on the shelves. Each number corresponds to a subject, and items about the same subject are given the same call number. A brief list of useful call numbers and their subjects is given below. You can also use the listed subjects as keywords when searching the catalogue.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>004.678</td>
<td>Internet research</td>
</tr>
<tr>
<td>153.1</td>
<td>Mind maps</td>
</tr>
<tr>
<td>302.2</td>
<td>Communication</td>
</tr>
<tr>
<td>331.702</td>
<td>Vocational guidance</td>
</tr>
<tr>
<td>371.30281</td>
<td>Study &amp; exam techniques</td>
</tr>
<tr>
<td>421.52</td>
<td>English pronunciation</td>
</tr>
<tr>
<td>423</td>
<td>English dictionaries</td>
</tr>
<tr>
<td>428.0076</td>
<td>IELTS</td>
</tr>
<tr>
<td>428.2</td>
<td>Structure of English</td>
</tr>
<tr>
<td>510</td>
<td>Mathematics</td>
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<tr>
<td>513</td>
<td>Numeracy skills</td>
</tr>
<tr>
<td>658.45</td>
<td>Presentation skills</td>
</tr>
<tr>
<td>808.042</td>
<td>Writing skills</td>
</tr>
<tr>
<td>808.066</td>
<td>Essay writing</td>
</tr>
</tbody>
</table>

Language Development Collection

The Language Development collection contains items specifically chosen for those students are wishing to improve their English language skills and those whose literacy and numeracy skills need improvement. This collection includes many kits which contain written and audio items and graded readers. All language development items have the prefix LD before their call numbers.

Reference Collection

The reference collection contains language dictionaries, subject dictionaries, encyclopaedias, directories, handbooks, bibliographies, biographies, atlases and statistical information. Reference books may only be used in the library and are located at the same call numbers as listed above but have the prefix REF before the number..

Newspapers & Magazines

The Library subscribes to the major daily and local newspapers and to a wide range of educational and recreational magazines to suit all interests. Back issues of magazines are available for loan, and the current issue can be used in the Library. Check the catalogue for library holdings and locations.
Online Databases

Electronic databases bring together information from a variety of sources (newspapers, magazines, journals, reference books, etc.) for convenient searching.

On-campus access to online databases can be found at the Library’s database page: http://library.chisholm.vic.edu.au/intranet/db/

Off-campus access via the Internet is available to selected databases. See the online databases page for details. (Chisholm Institute students and staff only.)

Guides to the databases can be found on the Library’s database page.

Databases

AGE Education
• Educational topics - Victoria
• VCE resources
Echo
• Resources for VCE issues
• Age, Australian, Herald Sun index
eLibrary
• Full text newspaper articles
• Reference – Dictionaries, etc.

Info Trac – Onefile
• “Weekly reader “ publications
• “Know your world extra”
Informit
• “Auschron” database – a chronology of Australian events
Oxford Reference Online
• Encyclopedias/ dictionaries
OZJAC Online – careers & courses

Statistical information


Useful Links

Electronic Reference Service
The library will provide research advice and answers to brief questions.
Please click on the 'Ask the Librarian' link on the Library homepage.

Library Guides
• Bibliographies & Referencing
• Techniques for Database Searching
• Searching for Legislation
• Top ten searching tips
• Evaluation of web sites

Online Tutorials
Chisholm Institute Library offers a number of free, self-paced tutorials on the web at http://library.chisholm.vic.edu.au/coil/ The COIL (Chisholm Online Information Literacy) tutorials cover using the Library catalogue, searching databases and the internet, and putting together bibliographies, amongst other things.

Useful Internet Links
The Library’s page of useful internet sites at http://library.chisholm.vic.edu.au/intranet/subject/subject.htm provides a selected list of websites in this subject area, as well as links to sites of more general interest.

Further Information
The Library homepage at http://www.chisholm.vic.edu.au/library contains links to a wealth of useful information. And always feel free to speak to one of the friendly Library staff.

Updated: [Date]