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>060.68</td>
<td>Conferences</td>
</tr>
<tr>
<td>394.2</td>
<td>Special events</td>
</tr>
<tr>
<td>394.2068</td>
<td>Event management</td>
</tr>
<tr>
<td>647.94068</td>
<td>Hospitality management</td>
</tr>
<tr>
<td>657</td>
<td>Accounting</td>
</tr>
<tr>
<td>658.456</td>
<td>Conferences</td>
</tr>
<tr>
<td>658.723</td>
<td>Tenders</td>
</tr>
<tr>
<td>658.8</td>
<td>Marketing</td>
</tr>
<tr>
<td>659.1</td>
<td>Advertising and sponsors</td>
</tr>
<tr>
<td>808.066</td>
<td>Writing tender proposals</td>
</tr>
</tbody>
</table>

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.

Newspapers & Magazines

The Library subscribes to the major daily and local newspapers and to a wide range of educational and recreational magazines. 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. Listed is a selection:

- The Age Melbourne magazine
- Australian gourmet traveller
- B & T Weekly
- Dynamic business
- Open house foodservice
- The Quorum: Australia's international incentive & convention magazine
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

- **Australia/NZ Reference Centre**
  - The Age and Herald Sun
  - Travel weekly

- **Australian Acts & Regulations (AustLII)**
  - Commonwealth laws
  - Victorian laws

- **eLibrary**
  - Corporate Meetings & Incentives
  - Special events

- **Informit online**
  - Management today

- **InfoTrac – Onefile**
  - Conference and incentive travel
  - Marketing events
  - Meetings and conventions
  - Special events magazine

- **OZJAC: job and course information**

Statistical information

- **Australian Bureau of Statistics**

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.