



THE eXt FILE

Newsletter of the External Library Service of Queensland University of Technology

Welcome!

Welcome to new and continuing external students for Semester 1, 2006. We at QUT External Library Service appreciate that External Students have different needs to those studying on campus and we try to make this mode of study as hassle free as possible.

In case you haven't found it yet, take a look at the External Library Service webpage located at <http://www.library.qut.edu.au/external/>. At this page you can find all the resources you need to request books and photocopies of journal articles at no charge as well as the Guide for Students and our contact details if you need help.

Good luck with your studies this semester. Please don't hesitate to contact us if you have any queries about your information needs or our services.

Emma Downing

Acting External Library Services Librarian

(Peter Sondergeld is currently the Acting Deputy Law Library Manager, QUT).

Meet the External Library Services Team

The External Library Services team recently had their portraits taken, here is a group photo to help you put a face to names that you may have dealings with during your time at QUT.



From left: Marcial Parada, Shannon Robinson, Rebecca Martin, Adam Brannigan (on leave), Milena Hegarty, Peter Sondergeld (secondment to Law), Lynda Olive, Absent: Emma Downing

PILOT Mark II - Your Information Navigator

PILOT is the name given to QUT Library's online Information Literacy tutorial – a learning tool to assist you with the development of the knowledge and skills you require to find, use, and evaluate information. *It is a particularly useful tool for external students who find it difficult to get to campus for information literacy workshops.* For 2006 Pilot has been given a significant overhaul. Pilot will take you through a series of 6 teaching modules with interactive sessions which cover topics such as using the library catalogue, searching for journal articles in databases and evaluating the information you find. You can even try to pass your Pilot's Licence. PILOT can be accessed from the Library's web pages at <http://pilot.library.qut.edu.au/>. Continuing students may like to compare the new PILOT with the old version – we value your feedback.

Course Materials Database (CMD)

The CMD is a repository of electronic copies of suggested readings (book chapters and journal articles) selected by lecturers for the units that they teach. It is available via the Online Learning and Teaching (OLT) unit pages and the Library web site, and provides convenient access to reading list materials. In order to connect to the CMD you will need a WWW browser, such as Internet Explorer or Netscape, Adobe Acrobat Reader (available at no cost) <http://www.library.qut.edu.au/databases/help/acrobat.jsp>, and a valid QUT Access username and password. The CMD is accessible from on- or off-campus. See <http://www.library.qut.edu.au/cmd/>

Online Journals

Before requesting photocopies of journal articles from your reading lists, try checking the CMD as well as the title of the journal in the Library Catalogue – it may be that the journal is available online and you can then obtain the article you need without delay. The catalogue includes links to all our online journals <http://libcat.qut.edu.au/search~S7>.

Help Us to Help You

When filling out forms for borrowing books or journal articles (either to mail or fax or online) please assist us by filling out full details of the books or articles you are requesting. The online forms are located at

<http://www.library.qut.edu.au/external/forms.jsp>.

There is a copy of the form in the External Library Service - A Guide for Students booklet,

http://www.library.qut.edu.au/external/documents/ExternalLibraryGuide_2006.pdf.

Details which are particularly important are the item's full title, author/s, format, call number, and location (especially if located in the Curriculum collection). These details will all be available from the library catalogue.

Ask A Librarian & Nightline

Help is available from a number of sources. General Library enquiries, including database searching, can be directed to the **Ask A Librarian** service via email, or via live Chat with a librarian. See <http://www.library.qut.edu.au/ask.jsp> for details.

After-hours phone support is available for the Library, IT Services, and OLT (Online Learning and Teaching), on Tel 07 3864 2898. This service is called **Nightline**, and is open Monday to Friday during semester from 6am – 8am and 10pm – 1am. See the following page for more details <http://www.nightline.qut.edu.au/>

A good starting point to finding your way around the Library web site and for tips on how to make use of important library services and facilities, try <http://www.library.qut.edu.au/start.jsp>

If you are new to using databases to find information, there are a number of help pages available on various issues, including FAQs, off-campus access, related software, computer and software settings, and authentication (usernames and passwords) <http://www.library.qut.edu.au/databases/help/index.jsp>

Flexiprint

Flexiprint is a print-on-demand service from QUT Printing Services, allowing students to choose which course materials they want to print without downloading files to their computer. Printed documents can be posted if required.

Course materials are available to students through the OLT and CMD sites and payment for printing via Flexiprint can be made either via credit card on-line, or

at a QPS Service Centre when collecting your Flexiprint job. For more information on this service please visit the Flexiprint Website.

<http://about.flexiprint.qut.edu.au/>

Borrowing From Other Libraries

Current information regarding reciprocal membership of other University libraries is available on the following QUT Library web site

<http://www.library.qut.edu.au/borrowing/services/otherlibraries.jsp>

Re-Direct Your QUT Email

QUT provides an Email service for all students and staff <https://email.qut.edu.au/> If you already have your own Internet service and email, it is highly recommended that you still check your QUT email account for messages. Perhaps a more convenient option is to forward your QUT email to your home address. To forward email, start with the Computer Accounts page <https://trs.qut.edu.au/> and click on the "Email Account" button (you will be prompted for your QUT Access username and password). Click on the link "redirect your e-mail to a different e-mail account". In the Alternative Address box, type in the address that email will be forwarded to, and then click on Continue.
