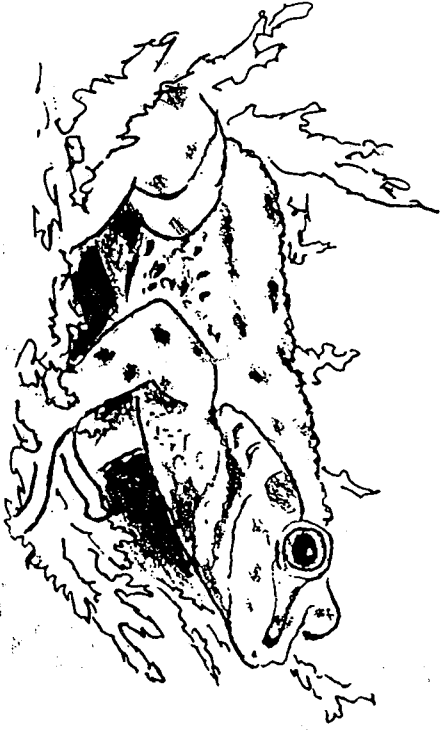


LIBRARY

Department of Biodiversity,
Conservation and Attractions

This PDF has been created for digital preservation. It may be used for research but is not suitable for other purposes. It may be superseded by a more current version or just be out-of-date and have no relevance to current situations.

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 Fax 306 1641



PROCEDURES FOR CALM STAFF

AND

GUIDE TO LIBRARY RESOURCES

WILDLIFE SCIENCE LIBRARY

Wildlife Science Library Guide to Library Resources and Procedures for CALM Staff
 (Marked map, map, inside pamphlet)

A. Library building. Only CALM staff are exempt. Only CALM staff are exempt.

B. Assignments: Items relating to assignments being researched by special arrangement with course administrators.

C. Yearbooks: Australian yearbooks from 1901, 1901 and Western Australian yearbooks from 1957. Also the Wildlife Act and Regulations and the CALM Act.

D. Microfiche reader: The Library has a very small collection of microfiche. This includes NUCOS, which lists the holdings for journals within Australia and the Master names list, a gazetteer of place names found on the 1:100,000 & 1:250,000 Australian map series.

E. Loans/return counter: All return to the Library should be left here. Book loans for CALM staff: Write name and date on card, & put card in green box counter.

F. Catalogue: The catalogue is on computer in the Librarian's office. Reference queries should be made direct to Library staff. Another search facility is available in the workroom.

G. Reference stand: Gazetteers, atlases, road map and country phone books.

H. Television video: Most video are housed in the Forest Science Library at Como, but we do have an Archival copy of most Departmental videos, which can be viewed request.

I. Public access PC: This PC can be used to search the library catalogue. A user guide is available but please ask if assistance is required.

J-K. Book shelves: see attached map.

L-O. Journal shelves: see attached map.

P. Stationery cupboard: Contains the covers and spines for the spiral binder, also paper for the photocopier.

Special Collections

Aside from the general book and journal collections the Library also has several special collections. These are:

1) Departmental Archive Collection.

Contains not only CALM material, but publications from Forests Dept., Fisheries & Fauna, Fisheries & Wildlife, National Parks Board & Authority, and some of the smaller Committees and organisations formed under their auspices.

This collection actually consists of several smaller collections. Not only books and journals, but films & videos, posters, pamphlets, maps, slides, photographs and reprints of journal articles by staff members.

- 2) Microfilms and microfiche
- 3) Reprints - articles by non-departmental personnel
- 4) Confidential Collection
- 5) Reference Collection
- 6) Vertical File Collection
- 7) Annual Report Collection

Q. Photocopier: Both reduction and enlargement machines are located here. The spiral binding machines are located here. The spiral binding machines are located here.

R. Binding: Contains the Department's Archival collection of posters. Various charts and posters held in the general collection, and the W.A. rainfall maps from Feb 1968-Jan 1977.

S. Map cabinet: Contains the Department's Archival collection of posters. Various charts and posters held in the general collection, and the W.A. rainfall maps from Feb 1968-Jan 1977.

T. Shelving trolley: Please leave all items taken off the shelves, either on the desk you were working at, or on this trolley.

U. Reference stand: Contains reference materials, which are generally not for loan.

V. Library workroom: The Inter-Library Loans are dealt with here. The PC linked to the Australian Bibliographic Network, which detail holdings of items within Australia. It is also linked to DIALOG, the international database system housed in the U.S.

W. Department of CALM's Archival Collection: This is a collection of all Departmental publications, in all formats. These items are not for loan.

X. New books display stand: New books are displayed for one month. If a CALM staff member wants to borrow an item off this display, write your name on the card inside, and it will be forwarded on when taken off display.

Y. New journals display stand: New journals are displayed for two weeks. It is preferred that the journals are not borrowed, except for monographic titles. If a journal is required ask one of the Library staff to enter your name on the Journal circulation database.

Z. Conference noticeboard: Conference notices, tours, expressions of interest, etc. will be displayed. Also has the Fire Fighting Appliance Plan for Woodvale.

6. *Facilities available within the Library*

- a) Photocopier
- b) Thermal binding
- c) Spiral binding
- d) Television & video recorder
- e) Microfiche reader
- f) Access to the CALM network

7. *Cost of Services*

The cost of services are charged on a cost recovery basis. These are as follows:

- a) DIALOG search: cost recovery for online time and telecommunication charges.
- b) ILI: \$10.00 per request
- c) Binding: \$1.00 per spiral (clear cover, backing board & spiral)
\$1.50 per thermal
- d) Photocopying: 20c per A4 page
40c per A3 page

Science and Information Division has a policy of a 50% subsidy for interlibrary loans requested by its own staff and 100% subsidy for photocopying.

Availability of services

The Wildlife Science Library is a reference library used primarily by CALM staff. While we endeavour to meet the needs of the wider community our ability to do so is dependent on available resources. This library is a specialist library containing many books and reports that are irreplaceable. For this reason borrowing restrictions apply, although use of the collections in the library can be arranged in consultation with the library staff. Cost of services are charged to the user on a cost recovery basis.

Due to resource limitations it is only possible to offer the information update service (section 5) to Science Information Division staff at this time.

Appendix 1 Codes in Catalogue

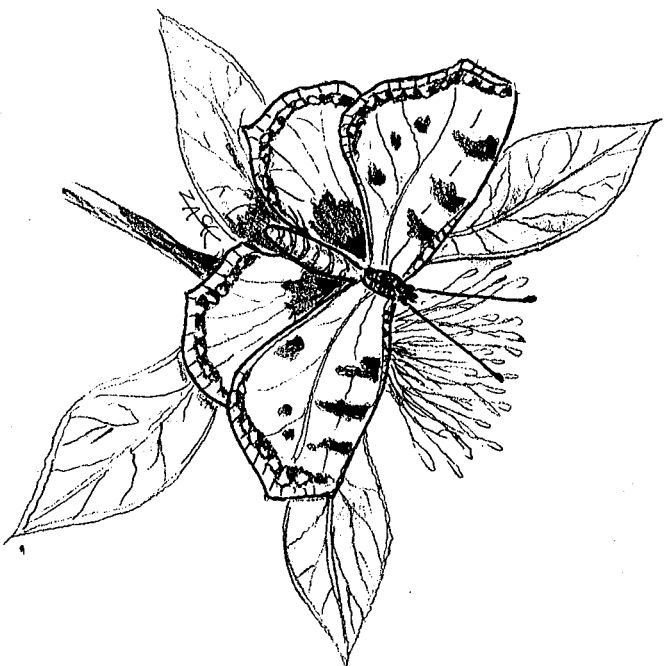
A = Archival Collection books	I = Indexed article
AF = Archival Collection films	II = Indexed journal
AJ = Archival Collection journals	J = Journal
AM = Archival Collection maps	L = Laws
ANR = Annual reports	M = Maps
AO = Archival Collection slides, etc.	MI = Microform
AP = Archival Collection pamphlets	P = Pamphlet
APH = Archival Collection photographs	PO = Poster
APO = Archival Collection posters	R = Reprint
AR = Archival Collection reprints	REF = Reference
AV = Archival Collection videos	S = Standard
C = Confidential	V = Video
F = Films	VF = Vertical file

WILDLIFE SCIENCE LIBRARY

GUIDE TO LIBRARY SERVICES

FOR

CALM STAFF



Lisa Wright 405 5132

Bev Anza 405 5134

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JULY 1993

Wildlife Science Library Guide to Services for CALM Staff

LIBRARY OPENING HOURS: 8.30 - 4.30

1. Literature searches and reference queries

1a. Internal sources

The Library catalogue is fully automated, therefore please direct queries to the Library staff. Records can be omitted from a search, so that a brief printout of the resources available will be given to you.

A brief record looks like this:

591.524.11(945) DOE	= CL
011927	= ACCESSION NUMBER
Doeg, T.J.; Milledge, G.A.	= AUTHOR/S
A preliminary assessment of the effect on aquatic benthic	= TITLE (1st line only)
Cover title	= NOTE (if present)
(SSP internal paper; no. 4)	= SERIES (if present)
Woodvale; Bunbury, 500919, 500920	= LOCATION (CALM)

A code is used to precede the CL number for items in special collections. These items are not generally held with the main collection, (except monographic journals) and therefore must be asked for. These items should be returned directly to a Library staff member when finished with. A list of the codes their meanings and locations can be found on the back of this pamphlet.

1b. External sources

The Library has access to the Australian Bibliographic Network (ABN). This is located in Canberra, and contains titles of books and which libraries hold them within Australia. ABN is usually accessed as part of the Inter-Library Loan service.

Access is also available to DIALOG, a collection of over 340 databases based in the U.S., thus providing world-wide reference sources. The costs of DIALOG searches and the associated telephone charges must be paid for by the requestor.

2. Loans of books and monographic journals

2a. Book loans

Book loans are for 1 month, an extension of this loan can be made. Three month loans will be made in special circumstances.

If personally taking the book, write your name and the date on the card inside the book and place card in green box on the Loan/return counter.

Overdue notices are sent out on an irregular basis, primarily to remind the officer that they have the book. An extension can be requested on the overdue notice. However if the book is no longer required, please return it.

If a second overdue notice is despatched, this notice also has a replacement cost of that item on it. The officer will be debited that amount, if the item or a loan extension request is not received.

CALM volunteers can borrow items through their supervisor, the supervisor then being responsible for the replacement of any items lost.

2b. Journal loans

Because of the high cost of replacing missing issues of journals, and the importance of each issue, journals are not available for loan. Monographic journals (those with a distinct title for each issue) can be borrowed for 2 weeks only.

When overdue notices are sent out, the overdue items must be returned immediately.

2c. Journal circulation

Requested journals are circulated to relevant Research Scientists in remote locations. These loans are for one week only.

3. Inter-Library Loans (ILL)

This service borrows books and obtains photocopies of journal articles from other libraries Australia wide. Sometimes, internationally if the requirement is warranted. Use is made of ABN (see 1b.) and NUCOS. NUCOS lists the journals held within Australia, and which libraries hold them.

4. Current awareness

The contents pages of journals received over a month, are photocopied, and collated with lists of new monographic journals and new books received. This service entitled Wildlife Science Library Alert (WISLA), is then despatched to CALM offices. Requests for photocopies can be made from WISLA, however the requests must conform to Copyright Law, i.e. only one article per person per journal issue, unless they are on the same subject.

5. Information update

As part of the current awareness service, a selective dissemination of information (SDI) service is available. From a list of your current interests and research topics, etc. notification is given to you of the resources available on those subjects from a variety of sources.

- articles in journals held by the Wildlife Science Library, the copyright declaration must be signed and dated.
- articles in journals held by the other 2 STD libraries, the copyright declaration must be signed and dated.
- articles in journals covered by Current Contents, these are then ILL requests the notification form must be signed twice, and an account code supplied.
- non-published items such as theses, that the officer would like requested. Sometimes these titles are unobtainable, but can be viewed in the holding library.
- Titles of books that are available for purchase. Recommendations can be made for purchase by the Library, or the officer can supply an account code to retain the item on semi-permanent loan.
- Titles of monographic journals held by the Library, that can be loaned once circulation has been completed.