RTC LIBRARY GUIDE
ON CAMPUS STUDENTS - 2016

An adequate Library is essential to any program of education. In a course of theological studies, reading and research are as important as classroom instruction. The RTC seeks to encourage students to acquire habits and techniques of using library resources, under the guidance of faculty and the Librarian.

Students are encouraged to consider the library as a workshop in which they consult reference works recommended by faculty, and initiate areas of research on topics of individual interest. The Library seeks to provide a collection of books and resource material needed by faculty and students, to undergird and support the College curriculum.

Since its establishment in 1954, it has been College policy to build up a wide-ranging collection of books and journals. The aim has been to represent broad and diverse points of view in all fields of theological study, whilst giving particular emphasis to materials representing the Reformed Faith, and other branches of the Christian Church served by the College.

The cataloguing and loans systems are fully computerised, and the library provides access to the Internet, E-mail & Photocopying. Students also have access to electronic resources through the library catalogue and RTC website, including a growing collection of eBooks and electronic journals.

The Library is managed by Miss Carolyn Wakefield (part-time Librarian) and she is assisted by volunteers. Decisions about the library are made by Faculty and the Library Committee. The Committee consists of: the Librarian, a faculty representative, and student representatives (elected by the Student Fellowship Committee).

Suggestions by students for improving library services, or for the purchase of library materials, are always welcome. On campus students will be given a brief introduction to the library on Registration & Orientation Day. Distance students will be sent a separate library guide at the beginning of the semester outlining additional services for those not able to access the library in person. Students should not hesitate at any time to ask the Librarian for help.

The privilege of constant access to the library brings with it the responsibility of obeying rules without supervision. Students are trusted to check out all books or other items they borrow, using the barcode on their ID/Library cards. Possession of illegally borrowed library materials would be regarded very seriously, as would any unauthorised use of library computers.
STUDENTS ARE EXPECTED TO OBSERVE THE FOLLOWING RULES:

a) Food and drink are not permitted in the library. The only exception is water in a pop-top bottle.

b) The library has been divided in purpose into several study areas. The Reference Room is intended as a collaborative study area and the remainder of the library is to be used for quiet study purposes. Please do not disturb other library users. For any other conversations including larger group discussions please use the student lounge.

c) Please keep the library tidy and be respectful of other library users (e.g. volume of conversations, working space, keeping feet on the floor). Do not leave books on the tables for extended periods.

d) Periodicals, Reference works (with the prefix REF on the spine label), RTC theses (THE) and books displayed on the New Book display area in the Library Foyer may not be borrowed. Some books required for current lectures will be found on the Reserve Shelf. These may not be borrowed and should be returned to the Reserve Shelf after use.

e) Borrowing limits apply for library membership types. RTC Students may borrow 20 items at one time.

f) Book and audio/visual materials may be borrowed for up to two weeks, after recording the loan on the circulation computer. If an item is required for longer, it may be renewed if not required by another borrower. You may not take out more items if you have overdue items, or have reached your borrowing limit. In some instances, if an item is required by another student you may be asked to return your item sooner.

g) Returned materials must be placed in the Returns box under the circulation computer.

h) Borrowers are responsible for all items taken out in their names. Any loss or damage must be paid for. Books must not be marked in any way. Library fines may be imposed for overdue items.

COMPUTERS

Students and residents may make use of the computer facilities in the library, but must not add new software, or interfere with the hardware or software provided. Personal disks and storage devices, which may have been exposed to viruses, may not be used on these computers. All faculty and staff computers are strictly off limits. The circulation computer and the dedicated library catalogue computer should not be used for any other purpose.

OTHER LIBRARY SERVICES INCLUDE:

- code-operated Photocopier
- access to Inter-Library Loans
- access to e-mail and the Internet
- access to computers and network printer (the Photocopier) for study purposes
LIBRARY HOURS

During Semester
From mid-February to mid-November:
Mon-Fri 8.30am – 8.30pm

During Holiday Period
From mid-November to mid-February (Including the mid-year break in July)
Mon-Fri 8.30am – 5.00pm
Closed Public Holidays and during the Christmas Holiday period

STUDENT IDENTIFICATION CARDS AND PHOTOCOPYING/PRINTING

All full-time students will be issued a Student Identification Card. Photographs for these cards will be taken by the College Registrar. ID cards will also function as Library cards. Please see the Librarian for a Code for using the Photocopier. Photocopying and printing charges will be billed at the end of each month.

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<tr>
<th>Photocopying Charges (per page)</th>
<th>Black</th>
<th>Colour</th>
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<tr>
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Please note: If you conclude your studies at the RTC before the end of a semester, please return your student card to the RTC Office.

RTC BOOKSHOP

The College Bookshop has a limited supply of some prescribed class text books; however, most texts will need to be ordered directly by students. Suggested bookshops include Koorong, Reformer’s Bookshop, Word, Amazon and Book Depository. If you are unable to purchase from an external source for any reason you are welcome to contact the Librarian for assistance.