We are past the halfway mark of the year and Term 3 has arrived!

In May, we celebrated Library and Information Week with morning tea and activities. We had a positive response from teachers and students. It was encouraging to see our library full of students and teachers.

Throughout Term 2 we delivered workshops on topics such as University Pathways, Interview Skills, and Resume Writing. These were very successful and we look forward to conducting more this term.

- Granville Library

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**LIBRARY WORKSHOPS & TOURS**

- **Research & Writing Workshop**
  Learn how to search and find relevant information in databases, websites, and books.

- **Referencing & Plagiarism Workshop**
  Learn about how and why you should avoid plagiarism, as well as how to reference in different citation styles.

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**ERESOURCES**

To access the following online eResources, you will need your TAFE username and password:

- **eBooks**
- **Online videos**
- **Databases**
- **Australian Standards**

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**OUR SERVICES**

**Book a Librarian**
Students can “Book a Librarian” to receive help with research skills, referencing and library resources. To make an appointment, simply fill out the [Online Book a Librarian Form](#).

**Holds**
Reserve a library item currently on loan, so you can access it the moment it is available.

**Inter-library loan request**
If our library does not hold the resource you want, you can ask us to request it from other TAFE NSW colleges, or fill out the [Online Inter-Library Loan Request Form](#).

**Ask a Librarian**
Email a question or chat live is available through [Subject Guides](#).
TAFE CARD & STUDENT LOGIN

TAFE CARD
Your TAFE card is important to access the following:
- Borrowing items from the library
- Printing & photocopying
- Reserve and renew items online

STUDENT TAFE LOGIN/PASSWORD
Students need to use their TAFE username and password to log onto library computers, Student Portal and Moodle.

LIBRARY RECOMMENDATIONS

<table>
<thead>
<tr>
<th>ISSUES IN SOCIETY</th>
<th>ESSAY WRITING SKILLS: ESSENTIAL TECHNIQUES TO GAIN TOP MARKS BY JACQUELINE CONNELLY, PATRICK FORSYTH [808.4/CONN]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issues in Society is an Australian series of books with a compilation of the latest news, facts, opinions and statistics. These are available to read online and also held in the library’s collection.</td>
<td>Essay Writing Skills offers practical and proven ways for students to be accomplished in essay writing. The book provides instruction and advice on research techniques, grammar and accuracy, creating an essay plan, and correctly citing sources. It also includes a range of real life example essays and insider knowledge on how essays are assessed, Essay Writing Skills is an indispensable source of guidance for students that wish to improve the quality of their written work. – Kogan Page 2012</td>
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LIBRARY & INFORMATION WEEK 2018

We would like to thank everyone who came and participated in our Library Week activities.

More photos can be found on Instagram @librariestafesws

CONVERSATION CAFÉ

Community Services Students hosted a Conversation Cafe in the library on Tuesday 5th June. Topics were discussed covered bullying, sexism, harassment, racism, and unfair treatment.
NEW RESOURCES

New books and magazines are available at the library every month. To see new items, visit our display in the library. Below are just a few of the new items:

- **Learn Adobe InDesign CC for Print and Digital Media Publication [006.686/GORD]**
- **Histology and Cell Biology: An Introduction to Pathology [616.07/KIER]**
- **How to Write a Business Plan by Brian Finch [065.4012/FINC]**

Search through the library catalogue through TAFE CAT [https://swsi.tafensw.edu.au/library](https://swsi.tafensw.edu.au/library)

LIBGUIDES

Browse Granville College Library’s services through the library LibGuides website to find more information: [https://swsi-tafensw.libguides.com/granville](https://swsi-tafensw.libguides.com/granville)

**Students can get help from an expert tutor online. Tutors can assist with:**

- **Essay & report writing**
- **Subjects: Maths, Science, English, etc**
- **Referencing, proof reading, grammar**

Tutors are available 3pm – 11pm, Sunday to Friday. Receive feedback within 24 - 36 hours.

Free for all TAFE students to access via the library [LibGuides website](https://swsi-tafensw.libguides.com/granville)

**MICROSOFT WORD KEYBOARD SHORTCUTS**

- **CTRL + F** – A search bar will appear, to search for a word in a word document or webpage easily
- **CTRL + Z** – Undo the last action
- **CTRL + C** – Copy an item
- **CTRL + V** – To paste item you copied
- **CTRL + S** – Save the current document file
- **CTRL + A** – Select all text
- **F5** – Refresh/reload a page

**Granville Library**

**Opening Hours**

<table>
<thead>
<tr>
<th>Monday to Thursday</th>
<th>8:30am – 8pm</th>
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</thead>
<tbody>
<tr>
<td>Friday</td>
<td>8:30am – 5pm</td>
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</tbody>
</table>

**Information Desk**

9682 0311

swsi.granvillelibrary@tafensw.edu.au

**Follow us on Instagram** [@librariestafesws](https://www.instagram.com/librariestafesws)

[**TAFENSW.EDU.AU**](https://www.tafensw.edu.au)