FROM THE LIBRARY STAFF

Spring has arrived, as has Term 4!

Term 3 was busy with new students enrolled at TAFE, we hosted a few events and workshops at the library. We said goodbye to one of our staff, but she’ll return! And we looked at exclusive resources our library has for students and staff.

- Granville Library

HOW TO GUIDES

Our Lib Guides have a range of How to guides, to help you navigate and use our information resources.

Some highlights below:

- Research Skills
- Searching for resources
- Searching the internet
- Download eBooks
- Referencing
- Access Microsoft Office 365 for TAFE students for free
- Writing Skills

https://swsi-tafensw.libguides.com/howtoguides

INTER-LIBRARY LOANS

Can’t find a book on our shelf you want, but another TAFE library does?

Ask us to order it in from another TAFE library, cut down on the hassle of travelling to other campuses for a book you want.

Visit us in person to request or email us

SERVICES

Book by calling us on 9609 0311 or visiting us in person to book:

Orientation Tour

Staff show your students what resources the library has. Length of orientation tour is typically 15 minutes to 30 minutes.

Workshops

Research & Writing

Have your class learn the proper techniques to begin their assignment from research and navigating databases, websites, and books to how to write an assignment. Length of workshop is max. 60 minutes.

Referencing & Plagiarism

Students will learn why it’s important to avoid plagiarism and the proper way to reference assignments. We can cover either Harvard or APA referencing.

Book-a-Librarian

If students are unable to attend a class workshop with us, they can book an appointment where we will help them one-to-one. Students can receive help with research, referencing, or computer skills.
ERESOURCES
The following online eResources are easily accessible with your TAFE username and password
View the list of databases here:

https://swsi-tafensw.libguides.com/az.php

AUSTRALIAN STANDARDS
Australian standards set out specifications and design procedures to ensure products and services consistently perform safely, reliably, and the way they’re intended to.
Australian Standards is accessible for all staff and students. Be sure to get the latest standards for plumbing, construction, electrical work etc. for a safe working environment.
Instructions on how to access are found on the “How to” page of Lib Guides

MARKET LINE | ADVANTAGE
Market Line is ideal for business students, giving them access to company, industry, country, financial, and corporate data for every major marketplace in the world. Data ranges from statistics, analytics, tenders, reports, news, and such.

IBIS WORLD
IBISWorld provides insights into Australia’s 500 industries, top 2,000 companies and key business environment indicators. Providing industry reports, market research, in Health care services, retail, manufacturing, agriculture, food services, and more.

Clarity English host a number applications for English learner, which can be used to be taught in class or at home for independent studying.

Tense Buster helps learners improve in the 33 key grammar areas from Elementary level to Advanced. The application provides learners with an explanation, an exercise, and a quiz with feedback to aid in their learning.

Active reading helps students to improve their reading in an effective and systematic way. It includes dozens of text, video, audio, and stimulating activities. Students will gain comprehensive and listening skills and develop a reading habit.
To access student login with the barcode number on their TAFE Card
RECOMMENDATIONS

MENTAL HEALTH

Mindfulness: a practical guide to find peace in a frantic world by Mark Williams and Danny Penman [158.1/WILL]

MICROSOFT WORD

Learn the basics of using Microsoft Office Word, in this beginner level course. Goes through step-by-step videos totalling 1 hour 13 minutes. There are exercise files to complete as you learn.

Via Lynda.com

JOB INTERVIEW SKILLS

Interview Master Class by Aimee Bateman – Ace your next job interview as you learn each stage of the interview process. How to respond, how to ask questions in return.

Via www.Lynda.com

LITERARY CLASSICS EBOOKS

Read any classic book from Austen to Sherlock Holmes. Have the ebook sent to you to read on your phone, ipad, or computer.

Access via LibGuides

RESUME WRITING

Resume: the definitive guide on writing a professional resume to land you your dream job by David Barron [650.142/BARR]

WRITE A BUSINESS PLAN

Writing a Business Plan: A Practical Guide - this ebook provides templates and examples on how to write a business plan taking into account market, financial, operation, legal risk, etc.

Access the book via TAFE CAT
## PAST EVENTS

### ADULT LEARNER’S WEEK

The event was greatly encouraging, with AMEP students participating sharing their story, speaking about their personal learning experience which enabled them to improve their lives.

### R U OK? DAY

A great success and turnout with afternoon tea and a talk from Career and Counselling Unit with conversation activities. Students and staff were very encouraged and inspired to share their personal stories. Let us continue to ask each other ‘R U OK?’

### GOODBYE JEAN, HELLO BABY

If you didn’t know, our library staff Jean was pregnant! Jean left our library at the end of term 3 to go on maternity leave, and has since given birth to a baby boy! Congrats Jean!

## BLOG

Granville and Wetherill Park now have a combined blog which you can sign up to get notifications. Images from events, recommendations, and tips are regularly posted on there.

**www.swsiwplib.wordpress.com**

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**Phone number** 9682 0311