

GUIDE TO ST PASCHAL LIBRARY

2018

90 Albion Road
BOX HILL VIC 3128
Tel: (03) 9896 4450
Fax: (03) 9898 0181

Email: info.library@franciscans.org.au

Website: www.vspc-franciscan.org.au

Welcome to St Paschal Library, the Provincial Library of the Franciscan Order of Friars Minor, Holy Spirit Province, Australia. This is the main resource centre for Franciscan studies within Australia.

St Paschal Library is also the main campus library for Yarra Theological Union (YTU), one of the Colleges which comprise the University of Divinity <http://www.divinity.edu.au/>.

In addition to the Franciscan Collection, St Paschal Library houses two further collections. In 1988 the Divine Word Missionaries (SVD) amalgamated their Missiology collection into St Paschal Library; and in 1995 the YTU collection was similarly integrated. As the combined purpose of these organisations is to educate Catholic clergy and laity, these inclusions certainly enrich the total collection.

Library opening hours from 30 July during UD instruction period Semester Two:

Monday, Tuesday, Thursday & Friday: 9.00-5.00; Wednesday: 9.00-**6.00**;
Saturday: 9.00-4.00; Sunday: closed.

During non-instruction periods, we revert to normal opening hours:

Monday-Friday 9.00-5.00 and Saturday 9.00-4.00.

Closed on Friday 28 September (public holiday)

Christmas closure: the Library will be closed at 5.00 p.m. on Friday 21 December 2018 and re-opened at 9.00 a.m. on Wednesday 2 January 2019.

It is always advisable to check our website www.vspc-franciscan.org.au as alterations may occur.

St Paschal Library Staff:

Librarian: Miranda Fyfield, BA, Grad.Dip.Librarianship, Grad.Dip.Ed., BTheol., AALIA.

Assistant Librarian: Sai Gaytan, BLibSt (Mex.) AALIA.

Library Assistant: Leonie Parsons.

Library Officer: Ben Ross.

St Paschal Library Collection

The **online public access computer catalogue (OPAC)** lists all resources (including items on order) and the titles & holdings of journals. Individual journal articles are not catalogued – for some of these, consult the online databases. The catalogue is accessible online at St Paschal Library's website www.vspc-franciscan.org.au

Books are arranged by Dewey Decimal Classification, using Walsh modification of the 200 Religion classification schedule.

- **New books** are displayed on the antique Victorian desk at the library entrance and are available to readers.

Journals (periodicals/serials) – arranged alphabetically by title – not for loan

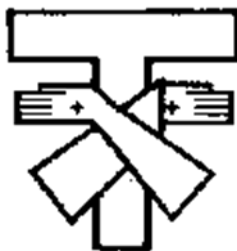
- Current issues are displayed on shelves to the right of the entry
- Earlier issues are stored on open access in two units of compactus shelving: **journals A-S** in the compactus at the rear of the main Library room; **journals T-Z** in the compactus in the Franciscan Room
- Some journals are available online as well as in print – please check the St Paschal Library catalogue for access details
- For locating journal articles, those with library membership may search the online databases: *ProQuest Religion*, *Catholic Periodical and Literature Index [CPLI]*, *Australasian Religion Index [ARI]* and *Religion and Philosophy Collection [RPC]*. You may search these in the catalogue.

Reference Collection (of atlases, concordances, dictionaries, encyclopaedias, etc.) is located at the right of the library entrance. These items are not for loan.

Audio-visual material: DVDs and CDs are kept on the spinner rack next to the Circulation Desk.

Vertical & Pamphlet File material, Special Collections (Celsus Kelly, Australiana, Canon Law, Rare Books, Library Stack): ask at the Circulation Desk.

The Franciscan Room, on open access at the east end of the main Library room, houses the extensive collection of books and journals on Franciscan topics.



St Paschal Library Users' Loan Entitlements and Fees – proof of membership is required.

- **Franciscans** – unlimited loans
- **Faculty members of YTU and of the University of Divinity** – unlimited loans for the semester period
- **University of Divinity Undergraduate Students** – 6 items per enrolled unit may be borrowed for 14 days
- **University of Divinity Postgraduate Students** – 10 items per enrolled unit may be borrowed for 28 days
- **All other people (Auditing students, Honorary and Private members)** – 6 items may be borrowed for 14 days. **Fees:** \$50 per six months (no fees for Honorary members). **Methods of payment:** cheque, postal order or cash (no cards)

Borrowing: Please present your membership card and your selected items at the Circulation Desk.

Renewing loans: you may renew your loan on a borrowed item **once only**, provided the item is not overdue and has not been reserved by another patron.

- You may renew in several ways: online through the library catalogue within 'My Account', in person at the desk, by telephone (**9896 4450**), by email (info.library@franciscans.org.au) on or before the due date stamped at the front of each item.
- Please note that you may not renew an overnight loan.

Returning loans: return either into the return chute, or at the Circulation Desk, or by post to St Paschal Library, 90 Albion Road, Box Hill VIC 3128.

Late returns are fined: 20 cents for each day overdue, for each item returned late to the Library.

Losing a book: If you lose a book, you will be charged replacement costs.

Reserve Collection Shelves: hold items set aside by YTU lecturers as required reading for their subjects.

- Reserve Collection items are to be used within the library. Two items from the same Course Code may be taken for use at one time.
- To use a Reserve item, please bring your UD card and the item to the Circulation Desk. Your card will be retained at the desk while you use the item.
- When you've finished with the Reserve item, return it to the Circulation Desk and reclaim your card. Re-shelving is done by library staff.
- **Two Reserve Collection Items may be taken on Overnight Loan** if borrowed within half an hour of the Library's closing time.
 - Overnight loans are to be returned by 9.30 a.m. on the next day of Library business.
 - Fines for late returns will be charged at \$1.00 for each day overdue.

Interlibrary loans: we offer this service to Library members. Loans between libraries on behalf of borrowers do incur fees. Please ask the librarian for assistance.

And also:

- Photocopy cards (\$10.00 each) are available at the Library Circulation Desk and at the YTU Office. Please read the notice at the Library photocopier regarding your responsibilities in respect of Copyright Law.
- Printing is available at Library Circulation Desk (10 cents per page).
- Please do not re-shelve books or journals after you have used them: leave them on your study desk or on the shelving trolleys.
- We ask that food and drink are not brought into the Library, and that mobile phones are turned to **silent** within the Library. Please check the **Conditions of Entry** displayed at the Library entrance.
- Always treat library materials with care – don't underline or highlight text, leave sticky markers in the pages, etc.; please report any damage to library staff.

Miranda Fyfield, Library Manager, St Paschal Library

August 2018

