HOW TO USE THE GBCA LIBRARY CATALOGUE

Contents

Introduction

The GBCA Library Catalogue, or Online Public Access Catalogue (OPAC), is available 24/7 on the GBCA website http://gbca.edu.au/

There is a Basic Search and an Advanced Search for you to search our collection, to find resources which would support your teaching and learning.

You can also log on to the Member Logon area to renew your items, reserve items and view your borrowing or loan history.

Please see the detailed sections below to assist you to successfully use the GBCA Library Catalogue.

Basic Search & Finding Items to Support Your Unit or Course

The Basic Search allows you to search, with the search term types, Anyword, Author, Title, Series, Subject, Notes, Call Number, ISBN or ISSN, by selecting the term type from the dropdown menu. Insert your search term eg. Bookkeeping, in the search box and select your term type, in this example we have selected Anyword.

This screen shows the four items the GBCA Library has in their collection with the search term "bookkeeping" anywhere in the record for that item.

If you would like to find more items which support your unit or your course, select the link eg. Resource – FNSBKG402 Establish and maintain a cash accounting system.

Here are the two Resource items the GBCA Library has in their collection to support this unit FNSBKG402 Establish and maintain a cash accounting system.

Title & Phrase Search

If you know some of the words in a title you can select Title Search.

| TITLE SEARCH | AUTHOR SEARCH | SUBJECT SEARCH | ADVANCED SEARCH |

Then select whether you want to search for just the Keywords, or want to Start With the search terms, or it's the Phrase within the title, or the Exact Title, then select OK. This example shows that we are looking for the Phrase "Property success" in the All Titles search.

Here is the book with the phrase "property success" in the title.

Your Search for Title=PROPERTY SUCCESS or Series=PROPERTY SUCCESS returned 1 Items

Sort Preference 0 - Default   Search Result Page: 1   Page: 1 of 1

The titles shown in BOLD have items available, non bold titles do not have any items in stock

Display results in shelf format.

Result	Thumbnail	Title	Author	Year	Flags	Holding Information
1		How to achieve property success / Margaret Lomas. [Book]	Lomas, Margaret	2013		Shelf Location: 332.6324. Collections: General. No items currently Available. Number of Holdings: 1.

Search Result Page: 1   Page: 1 of 1

The titles shown in BOLD have items available, non bold titles do not have any items in stock

| DISPLAY ALL | DISPLAY SELECTION | RESERVE SELECTIONS | CLEAR SELECTION | DOWNLOAD ALL | BASKET ALL | ADD TO BASKET |

Author Search

If you want to see all the items the GBCA Library has in their collection written by an author, you can select the Author Search.

| TITLE SEARCH | AUTHOR SEARCH | SUBJECT SEARCH | ADVANCED SEARCH |

Insert the author's name and select either Keyword, Browse or Phrase.
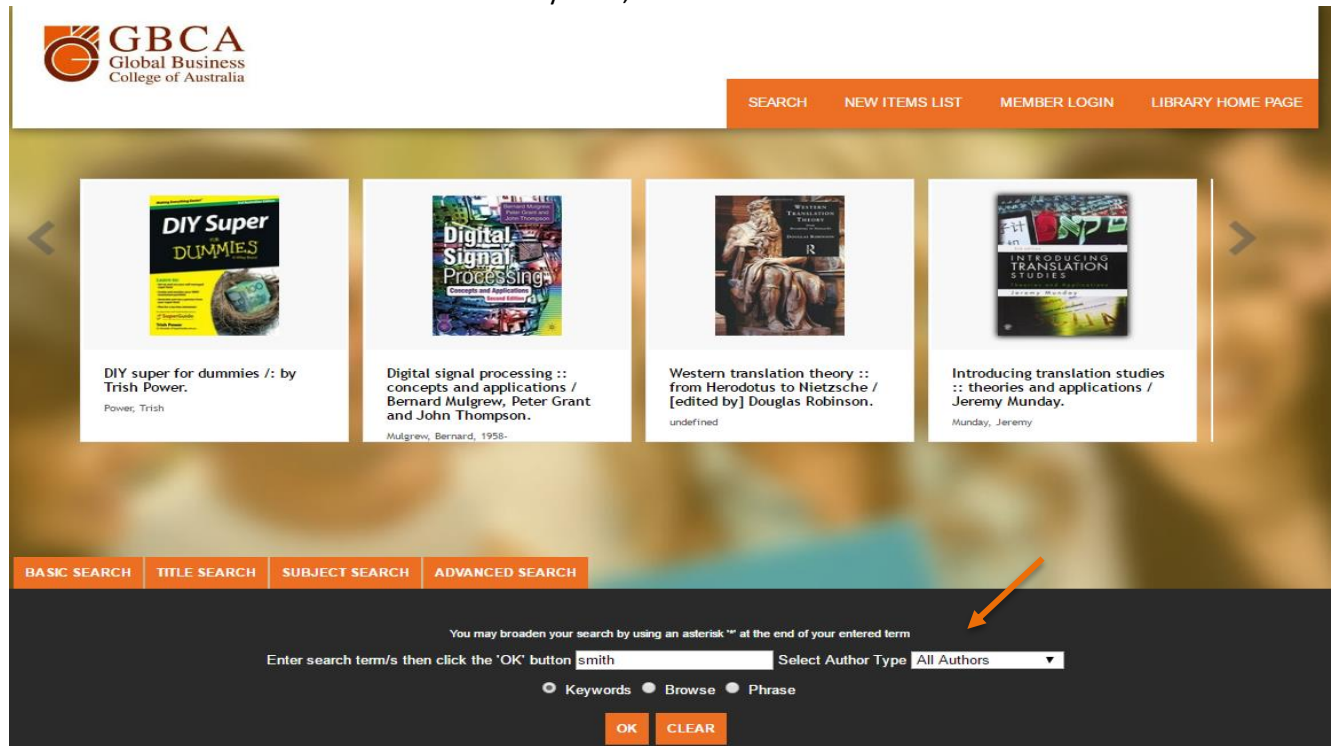
Here you can see that the GBCA Library collection includes two items by one author with the family name Smith, and one item by another author with the family name Smith. By selecting the author's name in the Author column, you would just see the items written by that author.

Your Search for Author=SMITH returned 3 Items

Sort Preference 0 - Default   Search Result Page: 1   Page: 1 of 1

The titles shown in BOLD have items available, non bold titles do not have any items in stock

Display results in shelf format.

Result	Thumbnail	Title	Author	Year	Flags	Holding Information
1		Xero for dummies / by Heather Smith. [Book] Series: Resource - FNSBKG402 Establish and maintain a cash accounting system.	Smith, Heather (Heather Nicolette)	2015		Shelf Location: 657.02855369. Collections: General. Available at: QUEEN. Number of Holdings: 1.
2		Learn MYOB in 7 days : turbo boost your business / Heather Smith. [Book]	Smith, Heather (Heather Nicolette)	2012		Shelf Location: 657.0285536. Collections: Business. Available at: QUEEN. Number of Holdings: 1.
3		The wealth of nations : the economics classic : a selected edition for the contemporary reader / Adam Smith ; with an introduction by Tom Butler-Bowdon. [Book]	Smith, Adam	2010		Shelf Location: 330.153. Collections: General. Available at: QUEEN. Number of Holdings: 1.

Search Result Page: 1   Page: 1 of 1

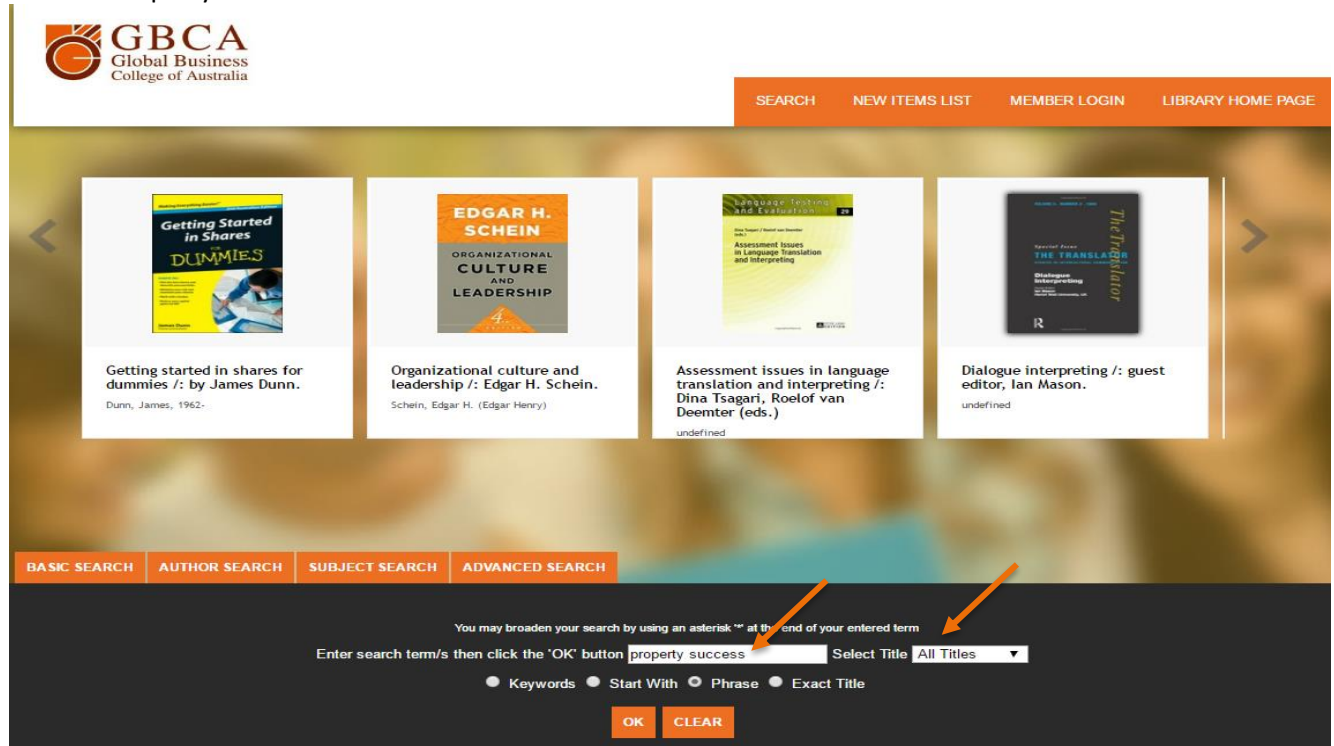The titles shown in BOLD have items available, non bold titles do not have any items in stock

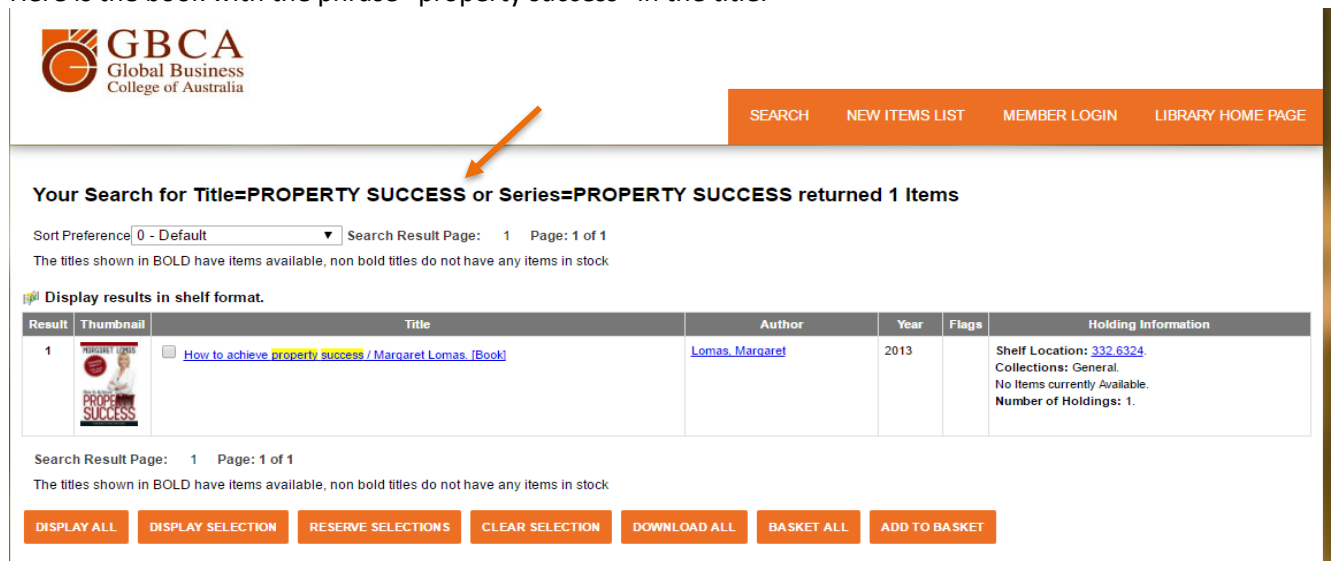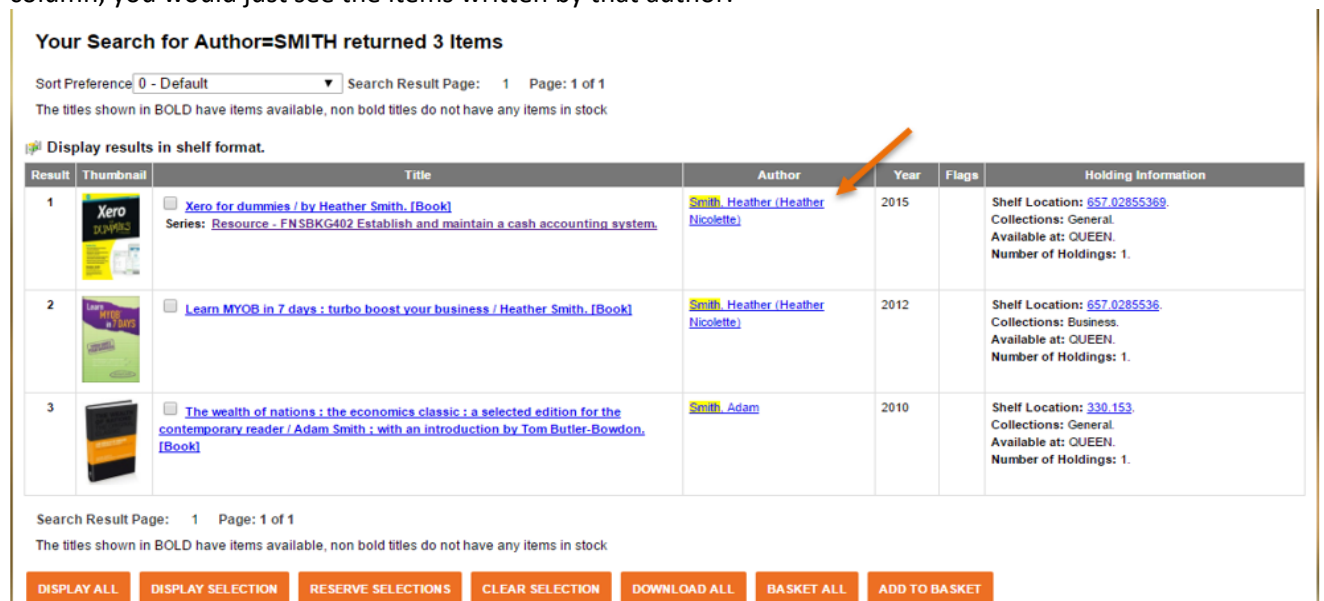| DISPLAY ALL | DISPLAY SELECTION | RESERVE SELECTIONS | CLEAR SELECTION | DOWNLOAD ALL | BASKET ALL | ADD TO BASKET |

Subject Search & Call Numbers

If you were researching to find what the GBAC Library collection holds on a subject, you would select the Subject Search.

To find items in a particular subject area, insert that term eg. 'Translate' into the search box. To broaden the search to also include items with the search term 'Translation', 'Translating', 'Translator' and 'Translated', cut your search term back to the root of the word before it changes into any of these words, and add an asterix, in this case 'translat*'. Then if you want to see everything available, select Browse.
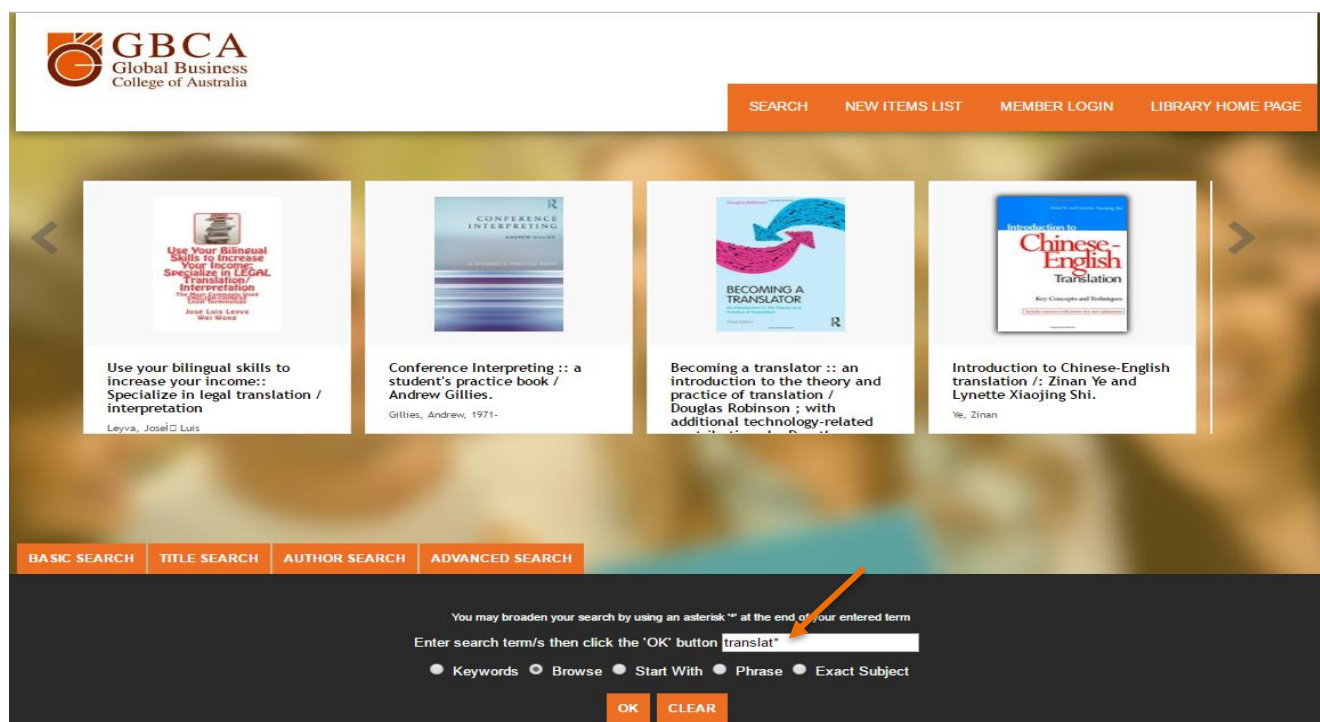
Here you can see twelve general results which all have the search term 'translating'. If you would like to see all the items which are in the subject of 'Translating and interpreting' select that link.

No.	Hits	Index Field
1	(32)	Translating and interpreting
2	(2)	Translating and interpreting Australia
3	(1)	Translating and interpreting -- Europe
4	(1)	Translating and interpreting Evaluation
5	(1)	Translating and interpreting History
6	(1)	Translating and interpreting Problems, exercises, etc
7	(1)	Translating and interpreting Research
8	(2)	Translating and interpreting Social aspects
9	(2)	Translating and interpreting Study and teaching
10	(1)	Translating services
11	(1)	Translating services Evaluation
12	(1)	Translators Training of

Here you can see some of the 32 items which are in the subject area of 'Translating and interpreting'. If you would like to see more information about the item, select the link for that title eg. 'Dialogue interpreting: a guide to interpreting in public services and the community / By Rebecca Tipton and Olgierda Furmanek.'

Here is the page which shows you all the information about the item 'Dialogue interpreting: a guide to interpreting in public services and the community / By Rebecca Tipton and Olgierda Furmanek.' You will notice that the subject terms, 'Translating and interpreting', are highlighted in the record, as this is the search term for which you originally searched. Also, the contents of the book and a summary are included to give you a good idea of what the book is about. This is a screen where you will be able to reserve an item (see below in Reserving Items).

The Call Number, in this case 418.02 TIPT, shows you where to find the item on the shelf in the GBCA Library.

Advanced Search

If you know more than one piece of information about the item you wish to find, you can use the Advanced Search.

For example, here we are searching for any item which has the word "server" in the Information Technology collection.

Global Business College of Australia Pty Ltd trading as Global Business College of Australia
ABN 96 600 373 859 **RTO no**. 41292 **CRICOS Provider no.** 03443D

Here you can see there are five items with the word "server" anywhere in the record in the Info Tech collection. To see all the items at a shelf location, select the call number link. To open the record to check if this is really the item you require, select the title link.

SEARCH   NEW ITEMS LIST   MEMBER LOGIN

Your Search for Anyword=SERVER returned 5 Items

Sort Preference 0 - Default   ▼   Search Result Page: 1   Page: 1 of 1

The titles shown in BOLD have items available, non bold titles do not have any items in stock

📇 Display results in shelf format.

Result	Thumbnail	Title	Author	Year	Flags	Holding Info
1		Guide to networking essentials / Greg Tomsho. [Book] Series: Prescribed - ICTNWK507 Install, Operate and Troubleshoot Medium Enterprise Routers & ICTNWK508 Install, Operate and Troubleshoot Medium Enterprise Switches.	Tomsho, Greg	2016		Shelf Location: 004.6. Collections: Info Tech. Available at: QUEEN. Number of Holdings: 1.
2		Windows server 2012 R2 inside out : configuration, storage, & essentials / William R. Stanek. [Book] Series: Prescribed - ICTNWK505 Design, Build and Test a Network Server.	Stanek, William R	2014		Shelf Location: 005.4/476. Collections: Info Tech. Available at: QUEEN. Number of Holdings: 1.
3		Internet and World Wide Web : how to program / Paul Deitel, Harvey Deitel, Abbey Deitel. [Book] Series: Prescribed - ICTWEB411 Produce Basic Client-side Script for Dynamic Web Pages.	Deitel, Paul J.	2012		Shelf Location: 006.7/6. Collections: Info Tech. Available at: QUEEN. Number of Holdings: 1.
4		Data communications and networking / Behrouz A. Forouzan. [Book] Series: Prescribed - 8741 Introduction to Network Engineering.	Forouzan, Behrouz A.	2012		Shelf Location: 004.6. Collections: Info Tech. Available at: QUEEN. Number of Holdings: 2.
5		Delivering utility computing : business-driven IT optimization / Guy Bunker and Darren Thomson. [Book] Series: Prescribed - ICTICT508 Evaluate Vendor Products and Equipment, ICTICT501 Research and Review Hardware Technology Options for Organisations & ICTICT507 Select New Technology Models for Business.	Bunker, Guy	2006		Shelf Location: 004.36. Collections: Info Tech. Available at: QUEEN. Number of Holdings: 1.

Here you can see that we have four items around this call number 004.6 and you can select to look at the previous or later call numbers to get an idea of the items available on your subject of interest.

⬅ Previous Shelf   Next Shelf ➡

| 004.6 TOMS | 004.678 ERL | 005.74 | 005.1 BASS |
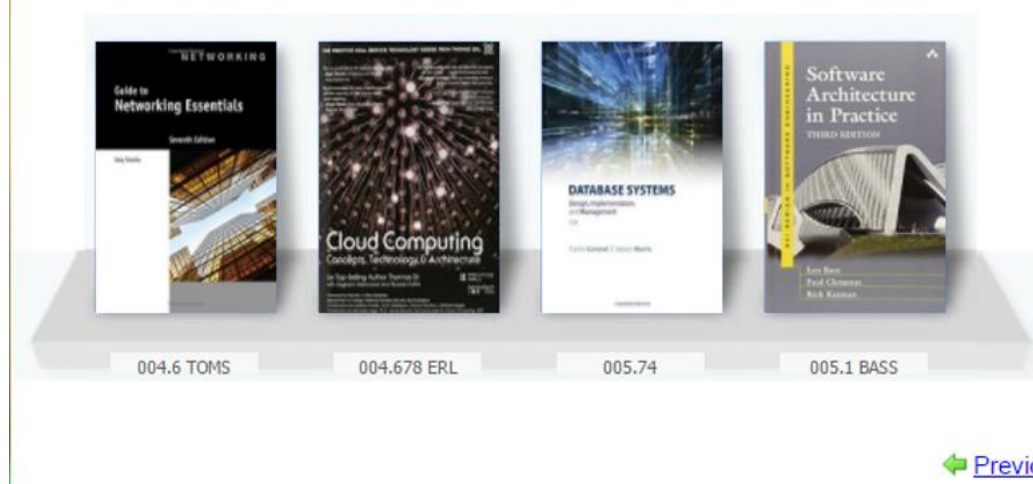
⬅ Previous Shelf   Next Shelf ➡

Member Login

To view your items on loan, your fees and to renew or reserve items, you will need to go the GBCA website http://gbca.edu.au/ and view the Library page. Select the Member Login option.

Students, please insert your student number as the Member Number, and your password is your birthday; day, month and year of birth (DDMMYYYY). You can change your password if you like.

Staff member's Member Number is their name, up to 20 characters eg. SELENASONG for Selena Song and your password is your birthday; day, month and year of birth (DDMMYYYY).

Password

Your password is your day, month and year of birth (DDMMYYYY). You can change your password if you like. If you have forgotten your password, select the Forgotten your password link and you will be emailed a new password which needs to be used the same day it is sent to you.

> **Password reset has been sent, please follow the instructions in your email.**
>
> **If you can't find the reset email, check your spam folder.**

WebOpac Access ➡ Inbox x

❓ **Library@gbca.edu.au**
to me ▾

Your new password is: CDRMMM
This password must be used today or it will expire,

To change your password, log in to the Member Login section. Select Change Password from the side menu.

GBCA Global Business College of Australia

Logout	»»
Search Catalogue	»»
Member Details	»»
Manage Notify Address	»»
Member Statement	»»
Change Password	»»
Loan History	»»
Reserve History	»»

Member Information

Member Details for 612075
Card Expiry Date: 22 Mar 2018
You last borrowed on: 17 May 2017

Issued Items
Total Number of Loans: 4

Change your password and select Accept.

GBCA Global Business College of Australia

Logout	»»
Search Catalogue	»»
Member Details	»»
Manage Notify Address	»»
Member Statement	»»
Change Password	»»
Loan History	»»
Reserve History	»»

Please enter your User Number (on your Member Card) and your current Password
The default password is your date of birth (Enter in the format ddmmyy eg. 030677).
To change your personalised password you must enter a new password identically in both boxes below.

Member Number: u3127867
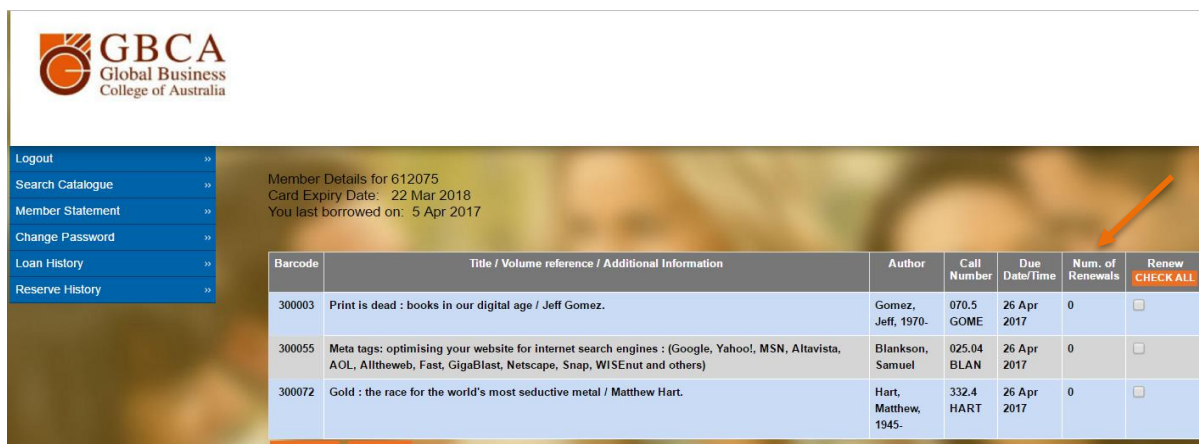
Password: ●●●●●●●●●●●

New Password: ●●●●●●●●

Verify Password: ●●●●●●●●

ACCEPT

Loans & Renewing Loans

When you log into the Member Login tab of the GBCA Library on the GBCA website http://gbca.edu.au/ you will be able to view your current loans. You can see the due date and how many times you have renewed each item.
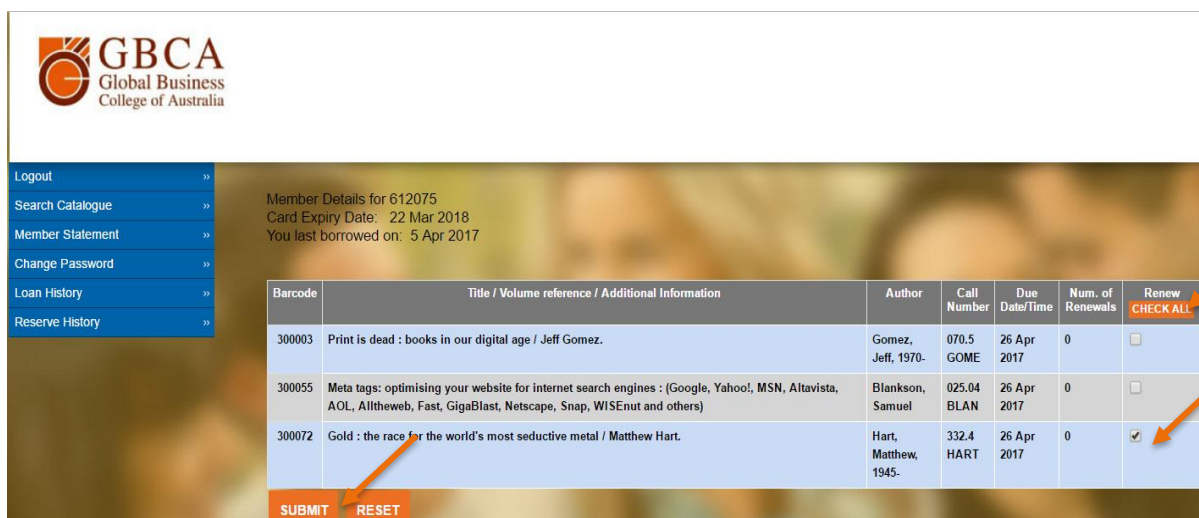

To renew, you may either tick the item you wish to renew or select CHECK ALL to select them all. Then select SUBMIT. A message will appear to confirm your new due date.

Three renewals are allowed of each item.
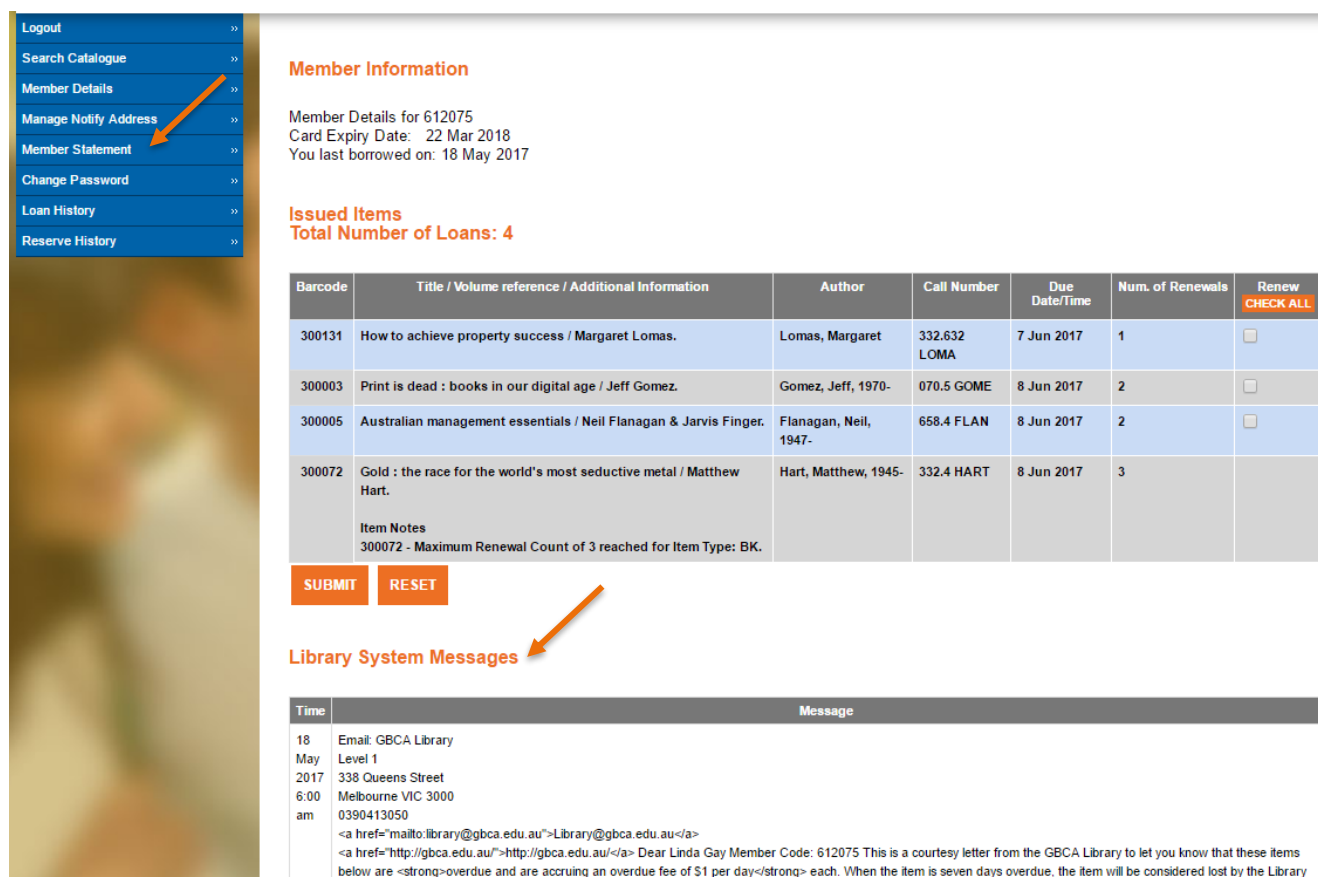
Members are unable to renew their items if the item:

- is on hold for another member
- has been recalled to the Library
- they have been blocked from using the Library as they have $10 or more in fees or have a lost item

Renewals	Times	Loan Period
Student	3	21 days
Staff	3	21 days
Teachers	3	21 days
Short Loan 3 Hour Loans	0	0
Short Loan 3 Day Loans	3	3 days
Short Loan 7 Day Loans	3	7 days

Library Notices

In the same Member Statement page where you can see your loans and renew your items, you will notice the Library System Messages. These are copies of the courtesy email notices sent to you by the Library, to assist you to have totally free Library services and not have any Library fees. Here you can see that a message was sent on 18th May 2017 at 6:00am to alert the member that they had an overdue item, and informing them of the Library procedure regarding overdue items, including the Library Fees currently accruing.

Here is the timing of when Library Notices are emailed to you. If you are not receiving email notices, please contact the Library to ensure that your current email address is in your Library record.

Type of notice	Timing of issue
Courtesy reminder	2 days before due date
First overdue	1 day after due date
Second overdue	3 days after due date
Lost / Long overdue	7 days after due date
Reservation/hold available	When the item becomes available

Loan History

By selecting Loan History in the menu, you can view all of the items you have borrowed. The items with n/a in the return date column are those items you still have on loan.

Reserving Items

If you would like to borrow an item which is currently on loan to another member, you can reserve the item so that when it is returned, the item will be held in the library for you to pick up within seven business days. You will be notified by email when the item is available for you.

Reservations can be made on items, unless:

- you already have a copy of the item on loan;
- you already have a request on a copy of the item;
- your borrowing privileges have been suspended for some reason (e.g. you are no longer enrolled, you have $10 or more in overdue item fees on your Library record or a lost item, which restrict you from borrowing)

Reserves / Holds	Hold Items	Pick-up Period
Student	3	7 days
Staff	3	7 days
Teachers	8	7 days
Short Loan 3 Day Loans	3	7 days
Short Loan 7 Day Loans	3	7 days

When you want to reserve an item, you may visit either the GBCA Library in person or the online Library Catalogue on the GBCA website http://gbca.edu.au/, call the Library staff on +61 3 9326 9677 or email the Library on Library@gbca.edu.au.

Before you can reserve the item online, you need to search for it on the Library Catalogue. In the Search box at the bottom of the Library Catalogue page, enter your search term eg. 'management'. Select OK to search for all the items the Library has in their collection with this search term. For more information on searching for items, see the searching sections of this guide above.
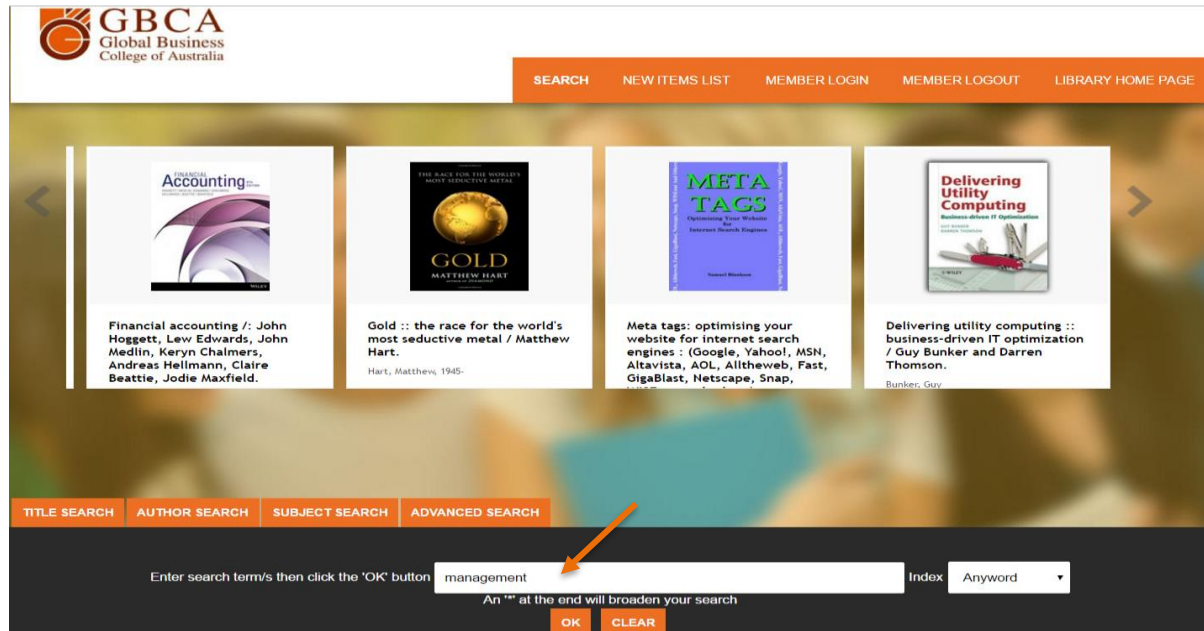
When you find the item, you would like to reserve, select the tick box next to the title and then select RESERVE SELECTIONS.
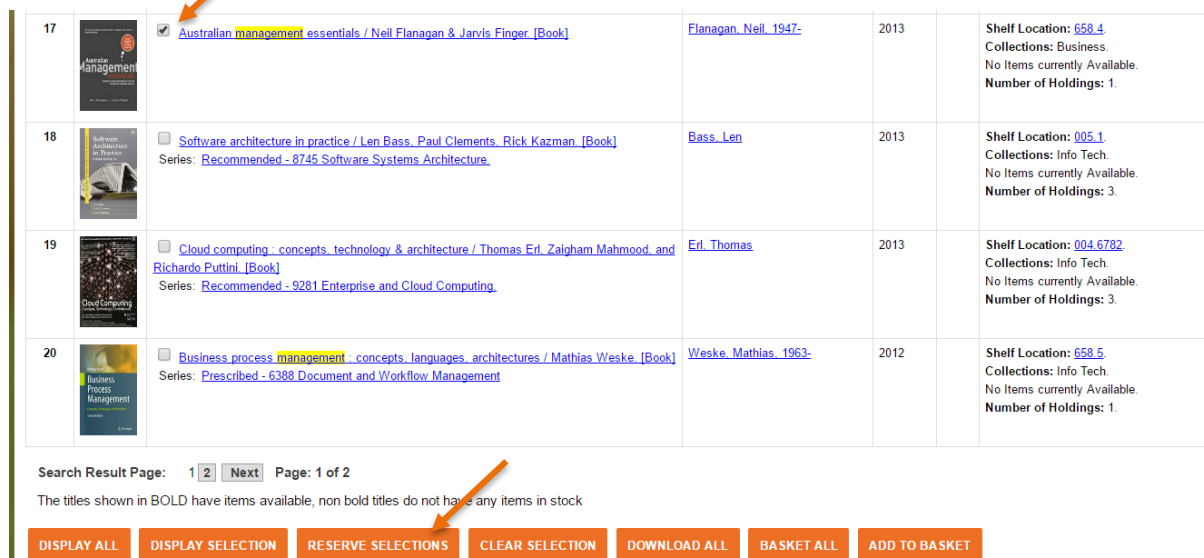
If you are not already logged in, you will be asked to log in as shown above in the Member Login section.

A confirmation screen with the relevant details appears. If all is correct, add your email and select PROCEED.

You will receive a confirmation message to let you know that your reservation has been placed. Your reservation will expire in twelve weeks. If you would still like your item to be reserved after that time, you will need to reserve it again.

When a requested item is available to borrow, you will be notified by email. You should collect the item within the 7 day (business days) hold period otherwise, the hold expires. If you are unable to collect your item within this time, please contact the Library.

At the bottom of the Member Statement screen you will notice the Reserved Items summary where you can delete items if you no longer require them.

Library Fees and Payment

To ensure the equity of access to Library resources, fees are imposed to encourage borrowers to return items on time. To avoid fees, please renew or return your item on time, or contact the Library using the details below.

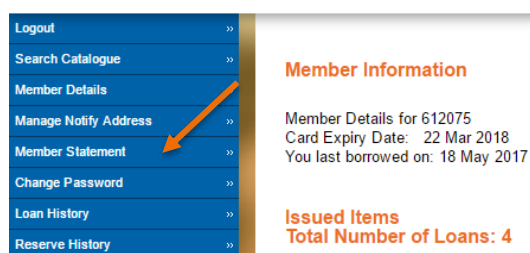Library fees apply for overdue, lost, or damaged items. When Library fees reach $10 they **must be paid in full** prior to borrowing privileges being restored.

Loan Type	Fees Rate	Maximum fees possible
Normal Loans	$1 per day	$10
Short Loan 3 Hour Loans	$1 per hour	$10
Short Loan 3 Day Loans	$1 per day	$10
Short Loan 7 Day Loans	$1 per day	$10

To pay your fee, please first return your items to the Library. You can deposit the required amount to your PaperCut account in the Library by cash, or credit card via the Online Payment option on the GBCA website http://gbca.edu.au/students/. You will need to provide a copy of the receipt to show your online payment, or do the payment with the Library staff. You will be issued with a PaperCut receipt and your record will be updated and your borrowing privileges returned.

All fees must be paid, and items returned, prior to leaving the college.

You can see your current Library Fees when you log into the Member Logon on the Library Catalogue on the GBCA website. At the bottom of the Member Statement page you can see your Account Status which will show how much you owe in Library fees for any reason. The fee will only appear after you have returned the item, if the item is overdue. After an item is more than seven days overdue, the replacement fee for that item will appear, as detailed in the damaged or long overdue item section below.

Damaged and Long overdue items

The Library declares an item lost if the item has not been returned 7 days or more after the due date.
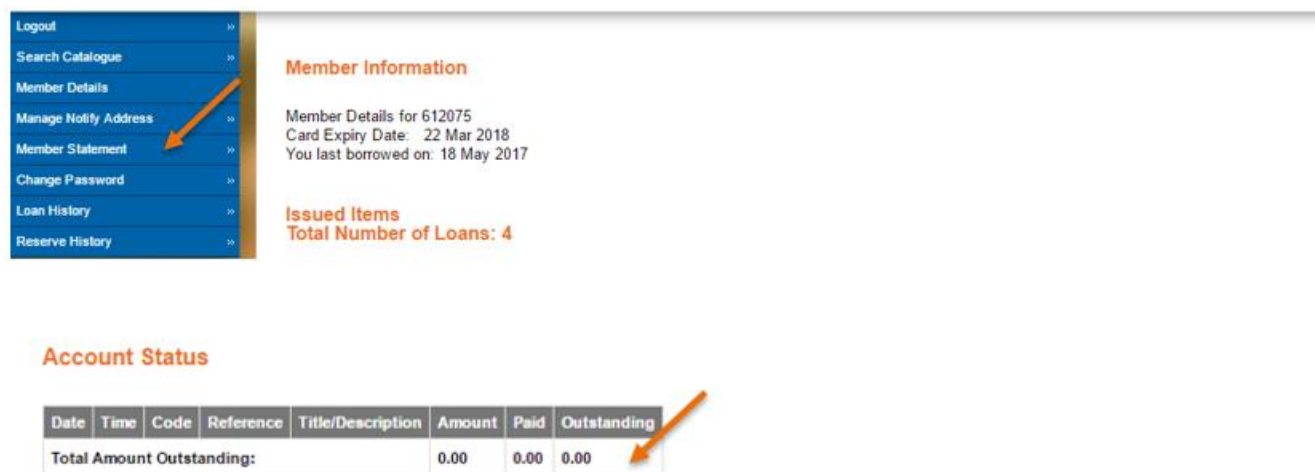
Borrowers are required to replace items that are considered as lost, long overdue, or damaged, by paying the current recommended retail price (RPP) of that item. The replacement fee for multimedia equipment will be the current market price. A damaged item means that the item is returned in a condition not acceptable to be borrowed by another member. For example, water damage, including coffee stains, ripping damage, including pages torn out and highlighting damage, including underlining in ink.

When an item has some damage, but is not yet beyond being used, a note will be placed on the record of the book to ensure that the next member to borrow the item is not penalised inappropriately.

An exact new copy will be accepted of the item, or the most current edition, if the exact copy is out of print, instead of paying the RRP.

When the item is returned in good condition, within a reasonable timeframe, only the overdue fee will apply.

You can see if you have any replacement cost fees at the bottom of the Member Statement page. After an item is more than seven days overdue, the replacement fee for that item will appear as detailed in this section.

Questions? Contact the Library

If you are having difficulty regarding using the Library Catalogue, or wish to discuss or appeal a fee, or require assistance with renewing or reserving an item, please contact the Library via one of these methods below:

Phone: +61 3 9326 9677

Email: Library@gbca.edu.au

Online: http://gbca.edu.au/

In person: Level 1, 338 Queens Street, Melbourne VIC 3000

Communications: All communications from the Library to you will be via the email address you have provided to the Library or Student Services. If you are not receiving emails, when you think that you should, please check that we have your current and most used email address.

Disclaimer

The information provided was correct at the time of publication, and is subject to change without notice. Please contact the Library to confirm information. Published May 2017

REVISION RECORD

Date	Version	Revision description
18/5/2017	1	Original document