

# **@ YOUR LIBRARY**

**More than just books!**

**A Guide to the Collections, Services & Facilities  
of Blacktown City Libraries**

Blacktown City  
**Libraries**

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## **BLACKTOWN CITY LIBRARIES**

Blacktown City Libraries serve the information, education and recreation needs of the Blacktown community through a wide range of services and resources provided at the central and three branch libraries.

### **YOUR LIBRARY - *More than just books!***

#### **How do you become a member?**

Membership, which is free, is available to residents of the greater Sydney metropolitan region (including the Blue Mountains and Central Coast). To become a member, you will need to correctly fill out an application form and show one kind of identification. Acceptable forms of identification include bills, bank statements or any other official document which shows both your name and address.

The application may also be made online. Conditions pertaining to online membership appear on screen.

Children under 18 years old must have a parent, guardian or guarantor accompany them to the Library to sign the application form.

Limited membership is available under certain conditions. Proof of home address is required. Ask staff for details.

Temporary membership for up to 12 weeks is available to adults aged 18 years and over who are overseas, country NSW and interstate visitors. Identification is necessary and proof of home address may be required.

Institutional membership is available under certain conditions. Ask staff for details.

In signing the Membership Application form or joining online; you have agreed to abide by the Library's conditions of use as contained in *Using the Libraries: Your Rights and Responsibilities*. Copies of this document are available from all service points in the Libraries and on the web. You also agree that the Library may destroy the application form and create an electronic registration record and library card, either of which represents the membership contract.

#### **What are your responsibilities as a library member?**

- To comply with conditions of joining and *Using the Libraries: Your Rights and Responsibilities*.
- To have your Library card with you if you wish to borrow or use the Internet.
- To take care of, and return by due date, all items borrowed on your card.
- To notify the Library immediately if your card is stolen or lost. You are responsible for all items borrowed on your card.
- To pay for any lost or damaged items which have been borrowed on your card.
- To behave in an appropriate manner while in the Library.
- To advise the Library immediately of any change of personal details and to supply proof of new name and address.

- To observe the NSW Library Act (1939) as amended and its regulations.
- To abide by the provisions of the Copyright Act 1968 and the Copyright Amendment Act 2006 with regards to the copying of material used in or borrowed from the library.

### **How many items may you borrow?**

35 items at any one time, which may include:

- 10 videos including 5 children's videos
- 10 compact disks
- 10 spoken word
- 10 read-along kits
- 10 magazines
- 4 language learning items
- 3 books on the same subject, per family
- 2 CD-ROMs
- 5 DVDs
- 1 toy (for borrowers 7 years old and under)
- 4 Premiers Reading Challenge books

Temporary and Limited members may borrow only 2 print items.

### **How long may you have the items?**

Items may be borrowed for **3 weeks**. Items may be renewed once by phone, in person, or online on or before the due day. Items **may not** be renewed if they are overdue or reserved for another borrower.

### **What costs do you need to know?**

You need to pay for:

- replacing a lost library card.
- Inter-Library loan request fees.
- lost or damaged items plus appropriate fees.

## **COLLECTIONS, SERVICES & FACILITIES**

### **Lending collections**

- Lending materials including books on various subjects; novels & stories; books in large print; magazines, audio books and other audio-visual items suitable for all age groups
- Books, magazines and audio-visual material in a variety of community languages
- Language and literacy materials
- Educational videos, DVDs and CD-ROM resources
- Music collection in various genres

### **Collections for reference or in-house use**

- Extensive reference collection
- Community information brochures in various languages
- Journals, newspapers and current issues of magazines

### **Online resources**

- Yoututor – homework help online
- Community Information Directory (LINCS)
- Variety of databases

### **Services**

- Self-issue terminals available at Max Webber Library
- Reservations and interbranch transfers free of charge
- Inter-Library loan from another library for a nominal fee
- Library tours, visits and user education sessions on the use of library collections and equipment can be arranged upon request.
- Printing, photocopying and outgoing fax services (appropriate charges apply)
- Scanning facilities at Max Webber and Mt. Druitt Libraries

### **Public access computers**

A dedicated Technology Room at Max Webber Library and technology areas in the branches provide free access to the Internet and word processing. Bookings are required.

Guidelines pertaining to the use of public access computers are contained in the brochure *Public Access Computers*.

### **Study rooms**

Quiet and group study rooms are available for use at the Max Webber Library by individuals, small groups and non-profit community organisations. Strict guidelines govern the use of these areas to ensure that they remain a suitable facility for study, reading and research. Bookings are required. Ask staff for details.

## STAFF ASSISTANCE

Trained staff are rostered to service desks to assist you in using the Libraries whether it be accessing collections, finding specific information or items and operating equipment. Please feel free to ask for assistance.

## THE LIBRARY CATALOGUE

The Library Catalogue is the key to finding resources and accessing services in the library. You can use the online public access catalogues (OPACs) in the library or online to:

- search the collection.
- reserve items.
- renew items.
- check what is currently borrowed on your library card.
- Create a personal profile of library resources

To access the library catalogue you have to go to our website [www.libcat.blacktown.nsw.gov.au](http://www.libcat.blacktown.nsw.gov.au)

To log in, enter your membership number in ID field as:

ID:   
eg: A5/1234567A

Then enter your PIN.

PIN:

Your default PIN is your date of birth in this format: **ddmmyy**

Example: If your date of birth is **21.9.1930** then your PIN will be **210930**. It is recommended that you change your PIN once you are logged on.

To find out more about the library catalogue, refer to the information brochure called *Spydus Library Management System*.

## REFERENCE & INFORMATION SERVICES

### Reference Collection

An extensive reference collection is available in print and CD-ROM format, through online databases and the Internet. Special collections include HSC resources, legal (LIAC) and drug information resources.

### Local History

The Local History collection consists of a wide range of material on the history and geography of the Blacktown area. This includes microfilmed copies of local newspapers, vertical files, maps and photographs.

### Family History

A substantial collection of resources for genealogical and family history research is maintained.

Trained staff will assist users in accessing information and reference resources, including those for local studies and family history.

More information is available in the brochure *Reference & Information Services*.

## **CHILDREN'S ACTIVITIES & RESOURCES**

### **Storytime**

Stories, films and activities for pre-school age children are held at all branches every week except school holidays.

Days and times are displayed in leaflets and library noticeboards.

### **Baby Rhyme Time**

Songs and rhymes for under 3's. Babies love and learn from music, repetition and rhyme.

Held in all library branches weekly except school holidays. Days and times are displayed in leaflets and library noticeboards. Bookings essential at Max Webber Library.

### **School Holiday Craft and Activities**

Films and craft activities are held during the school holidays at all branches. Days and times are displayed in leaflets, library noticeboards and the website.

### **Children's resources available to borrow include:**

- picture books
- easy readers – fiction & non-fiction
- junior fiction and non-fiction
- junior magazines
- spoken word CDs
- children's kits (CDs and book)
- music CDs
- videos
- DVDs
- CD-ROMs
- toys

### **Premier's Reading Challenge**

Books on the Premier's Reading Challenge list may be found in the catalogue by searching under the collection: Premier's Reading Challenge K-2, 3-4, 5-6, 7-8.

There is a 4-item limit on books from the Premier's Reading Challenge per child's card, with a standard three (3) week loan period.

### **Toy Library**

Toys are available for borrowing at all branches. There are toys for babies, toys to help develop co-ordination and motor skills and toys to develop a child's cognitive skills, for example, shape recognition and sequencing.

Toys may only be borrowed by children 7 years and under. Toys are available for borrowing for a 3 week loan period and may not be renewed.

## TEEN CENTRAL AT MAX WEBBER LIBRARY

Blacktown City Libraries are committed to providing collections, services and programs specifically for 12 – 18 year olds.

We provide a special collection of resources for teenagers at **Teen Central**, including:

- graphic novels – including Manga titles
- teen magazines
- fiction books – just for teens
- non-fiction books – just for teens

Collections and services for young adults are also available at Mt. Druitt, Lalor Park and Riverstone libraries.

Young adults also have access to all other collections held in our Libraries. Free access to the Internet is also available. Conditions of use apply.

We provide support for HSC students and access to legal and drug information and selected online databases.

Homework and assignment help is available for students from years 4 to 12 through a free online tutoring service called **yourtutor**. Go to <http://blacktown.yourtutor.com.au> for more information.

As a library member you can also become involved in some of our library activities for young adults. This includes a program of fun activities for 12 –18 year olds during the school holidays. You can check out the Teen Central Noticeboard or the library website for details of upcoming events or enquire at your local Branch Library.

## HOME LIBRARY SERVICE

The Home Library Service has been established primarily to serve those housebound residents of the city who are unable to visit the City Libraries in person by reason of age, sickness or other incapacity.

If you or someone you know are in need of this service, please contact the Library and ask for a Home Library Service application form, which will be posted to you. This card will need to be signed and stamped by a doctor or registered nurse with registration number. Return completed application to:

### **Home Library Service**

**P.O. Box 227, Blacktown 2148.**

Staff will conduct a telephone interview to ascertain your requirements. Books and other library material will then be selected by Library staff according to interest and preferences indicated. These will be delivered and collected at regular intervals, usually fortnightly.

## MULTICULTURAL RESOURCES & SERVICES

### Community Languages

Blacktown City Libraries embraces diversity. The purpose of the Community Language Collection is to provide quality library services and resources to the culturally and linguistically diverse communities in the Blacktown area.

The Library offers collections of material in a variety of community languages consisting of books, magazines and music CDs.

Books and magazines are available in the following languages:

- Arabic • Chinese • Croatian • Filipino • Hindi • Korean • Polish • Punjabi • Russian
- Serbian • Spanish • Turkish • Urdu • Vietnamese.

Magazines only are available in the following languages:

- Dutch • French • German • Greek • Hungarian • Italian • Maltese • Ukrainian.

Mt. Druitt Library provides access to the following language collections:

- Arabic • Chinese • Hindi • Punjabi • Spanish • Turkish • Urdu • Vietnamese.

Lalor Park and Riverstone Libraries do not house any Community Language collections but library patrons can access items through the library catalogue and making interbranch requests for required items.

### Bulk Loans

If your language is not on the above list, a bulk loan can be ordered for you from the State Library of New South Wales. The State Library provides bulk loans in more than 40 community languages. Bulk loans are free of charge. Please ask staff and indicate the language and category of interest to you.

### Music

The library has CDs of music from all over the world. They are classified and located in the World Music category of the music collection.

### LANGUAGE WORKSHOP

The Language Workshop is a collection of material to help you learn English or another language. This collection consists of language kits, dictionaries (including bi-lingual ones) and books on usage, phrase and grammar. This section caters for the needs of people from non-English speaking backgrounds who are not yet confident in their use of the English language. It also contains material to assist people in learning languages other than English.

## **LITERACY**

The Literacy collection contains basic reading and writing materials to develop English language skills.

Traditionally used by English speakers to improve their spoken and written English skills, the literacy collection may also be used by people from non-English speaking background to improve their English language skills.

The Literacy collection is available to all library patrons. Currently, there are Literacy collections at Max Webber and Mt. Druitt Libraries.

## **MAX WEBBER FUNCTION CENTRE**

The Max Webber Function Centre is a venue available to be hired or engaged for functions, meetings and seminars. It is operated by Blacktown City Libraries and is located on Level 1 of the Max Webber Library.

Rules and conditions as well as a schedule of fees and charges apply to the hire of the Max Webber Function Centre.

Refer to our website or enquire through our contact details.

## **RELATED PUBLICATIONS**

The following information brochures and leaflets may also be of interest:

- Using the Libraries: Your Rights and Responsibilities
- Reference & Information Services
- Public Access Computers
- Spydus Library Management System
- yourTutor
- Library Express Newsletter
- Click Children's Newsletter

**Max Webber Library**  
Cnr. Flushcombe Road & Alpha Street, Blacktown NSW 2148

Contacts	General Phone Contact	9839 6677
	Computer Bookings	9839 6618
	Home Library Service	9839 6687
	Information Desk	9839 6614
	Loans Desk	9839 6626
	Reference Desk	9839 6620
	Max Webber Function Centre	9839 6640
Hours	Monday to Friday	9.30am to 7.45pm
	Saturday	9.30am to 4.00pm
	Sunday	12.00pm to 4.00pm

**Mt Druitt Branch Library**  
Ayres Grove, Mt Druitt NSW 2770

	Phone	9832 4011
Hours	Monday to Wednesday & Friday	9.30am to 7.45pm
	Saturday	9.30am to 4.00pm

**Lalor Park Branch Library**  
Freeman Street, Lalor Park NSW 2147

	Phone	9624 5243
Hours	Monday to Wednesday & Friday	9.30am to 5.00pm
	Thursday	12.00pm to 7.45pm
	Saturday	9.30am to 11.45am

**Riverstone Branch Library**  
1st Floor Marketown, Cnr Market Street & Riverstone Parade, Riverstone NSW 2765

	Phone	9627 3823
Hours	Monday to Wednesday & Friday	9.30am to 5.00pm
	Thursday	12.00pm to 7.45pm
	Saturday	9.30am to 11.45am

**All libraries are CLOSED on Public Holidays**

Library Web Address	<a href="http://www.libraries.blacktown.nsw.gov.au">www.libraries.blacktown.nsw.gov.au</a>
Library Catalogue Web Address	<a href="http://www.libcat.blacktown.nsw.gov.au">www.libcat.blacktown.nsw.gov.au</a>
Council Email	<a href="mailto:council@blacktown.nsw.gov.au">council@blacktown.nsw.gov.au</a>
Library Postal Address	PO Box 227, Blacktown NSW 2148

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**Libraries**

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