



## Student Orientation—Getting Started at the Dalton McCaughey Library (DML)

The Dalton McCaughey Library is an ecumenical collaboration between the Australian Jesuits (Society of Jesus), the Uniting Church in Australia (VicTas), and Trinity College (Anglican) with particular strengths in the broad disciplines of theology and philosophy. The library holds 143,043 physical monograph volumes and 8,469 eBooks, along with many other resources.

**Library Hours**—the library is normally open Monday to Friday, 9 a.m.-5 p.m., for reading, writing, and research. Extended evening and Saturday hours are offered from time-to-time and published on the library's website, Facebook page, and within the library.

### **Extended Hours—Semester 2:**

Saturdays (9 a.m. to Noon): 10 August, 14 September, 12 October

*Additional extended hours may be added.*

**Library Staffing**—the library is staffed by librarians, casuals, and volunteers who can be reached by phone: +61 3 9340 8888. Outside of operating hours, contact staff by email: [library@dml.vic.edu.au](mailto:library@dml.vic.edu.au).

**DML Website:** [dml.vic.edu.au](http://dml.vic.edu.au) (which brings you directly to the library catalogue)

Not only can you find the call numbers for the DML's print collection (including Course Reserves) and access eBooks and full text journal articles through the library catalogue, but **you may also link to the University of Divinity's extensive library holdings through the Library Hub, a separate catalogue: [library.divinity.edu.au](http://library.divinity.edu.au). (Select "Library Hub" found in the header of the DML's website.)** Note the extensive "Guides," also found in the header, that will help you get started with your research.

**In the Library** (located at 29 College Crescent Parkville, adjacent to the sage + grace café):

- a. New books and journal issues, as well as reference materials and print theses are located on the main floor of the library. The general print collection is housed on the first and second levels of the library. Lesser-used materials are located in the basement stacks and may be requested at the circulation desk. Retrieval may take up to 30 minutes.
- b. Arrangement of library books: The DML uses the Union Classification system, also known as "Petee." This system's alpha-numeric notation, found on the spine label of each book in the general collection, arranges books by what the book is about (subject matter) and also serves as an address for the location of the book in the stacks.
- c. Materials in high demand for particular units are placed on "Reserve" (though still shelved in the stacks by call number) with shorter loan periods to ensure fair access.
- d. Students are often issued a library card the first time they borrow a book. Thirty loans are allowed at one time with a loan period of four weeks and two renewals. Students can manage their respective library accounts (including renewals) by logging in on the home page of the library catalogue.
- e. When logged in to your account, purchase suggestions for your research may be placed through an electronic form. Not all requests can be honoured due to budget constraints.
- f. Return DML materials in good condition, at your earliest convenience, to the return chute at the right-hand side of the circulation desk. Alternatively, there is an exterior chute, near the bike racks, for returns when the library is closed.

- g. A replacement fee is charged for missing or damaged materials—including water/coffee stains, highlighting or pen/pencil markings, etc.
- h. Note: the library has a bank of lockers near the café that students may use to secure personal belongings when leaving the library for short periods. Please ask for a key at the circulation desk.

### **Journals**

- a. The DML subscribes to approximately 40 print journal titles. Our current holdings may be found by typing the name of the journal title into the search box on the catalogue homepage.
- b. The library also subscribes to the *ATLA Religion Database with ATLASerials Plus* which provides full text access to many theological journals.

### **Library Research—Getting Started**

- a. When you have an upcoming assignment, get to the library well in advance. Try a search on the library catalogue, peruse the collection, and speak to library staff to ensure you are employing the best possible search terms and efficiently accessing the key texts on your topic. If you are floundering, initiate a conversation with your unit professor.
- b. Library staff provide research and academic support in-person and for students-at-a-distance, through Zoom. Please contact the DML, [library@dml.vic.edu.au](mailto:library@dml.vic.edu.au), to set up an appointment. We are happy to help!
- c. Please note the various guides to using resources available through the library's landing page: [dml.vic.edu.au](http://dml.vic.edu.au).
- d. Member login is necessary to access the DML's online materials. Look for "About Us" found in the header of the library's home page and select "Member Login." **At the outset, you must initially set your password. Look for "Guides," also found in the header, scroll down to "Basic Information," select "Setting your password," following the instructions "Forgot your password?" and using the email address used for enrolment at Pilgrim or Trinity.**

### **Reading & Writing**

- a. There is a strong connection between reading and writing. Generally, the more one reads, the better one writes. Being an "active" reader can positively impact the writing process. Refer to the article entitled, "Reading to Write," under the heading "Read Better" found through the University of North Carolina Chapel Hill's Learning Center—Tips & Tools: [learningcenter.unc.edu/tips-and-tools/](http://learningcenter.unc.edu/tips-and-tools/). The full range of tips and tools found through the Learning Center are recommended.
- b. Join our free, one-day writing retreats, generally held once a semester.
- c. Join our community of readers to discuss one or two books relevant to theology. Tuesday, 6 August, we will gather to discuss two award-winning books: *Liturgy of the Ordinary: Sacred Practices in Everyday Life* (Tish Harrison Warren) and *Digital Minimalism: Choosing a Focused Life in a Noisy World* (Cal Newport). We will meet in-person in the library, but with a Zoom option. Contact [library@dml.vic.edu.au](mailto:library@dml.vic.edu.au) for more information.

### **Citation Style**

The University of Divinity recommends the style guide *The Chicago Manual of Style* (17<sup>th</sup> ed.) when citing sources. *The Chicago-Style Citation Quick Guide* is a useful, online guide: [https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html).

### **Scanning & Public Printing**

The photocopier may be used for scanning and printing. Please comply with Australian Copyright Council's interpretive guides located near the photocopier. Printing issues should be directed to library staff.