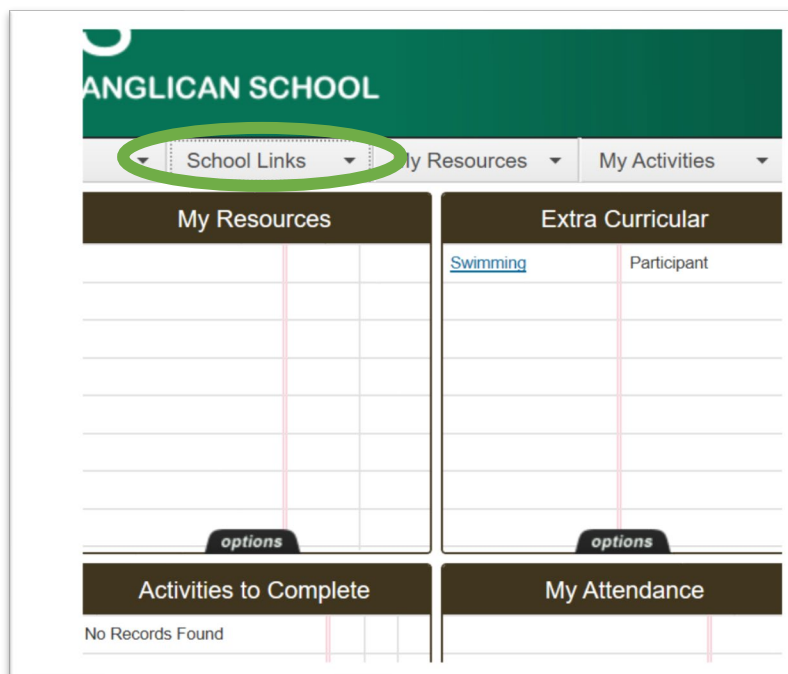




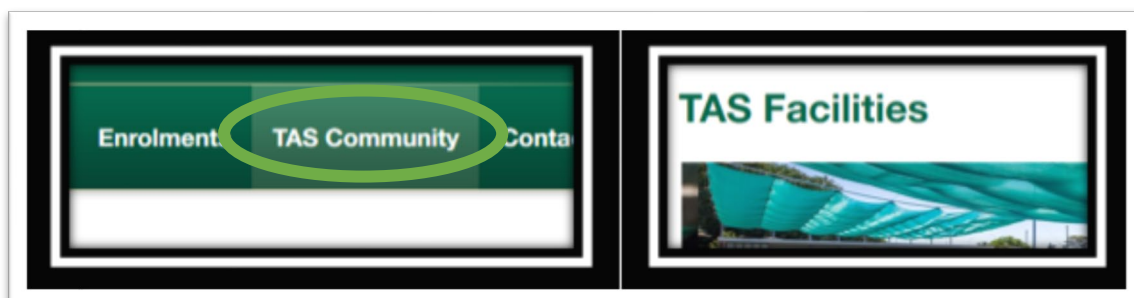
## Using the Library Online Resources

Accessing the TAS Library to find resources for assessment or to find a good book to read is easy! Just follow these simple instructions.

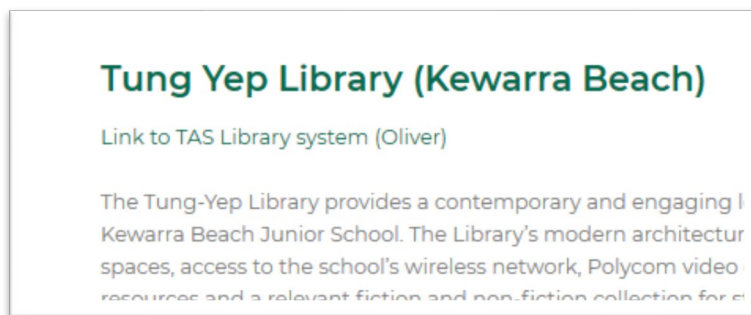
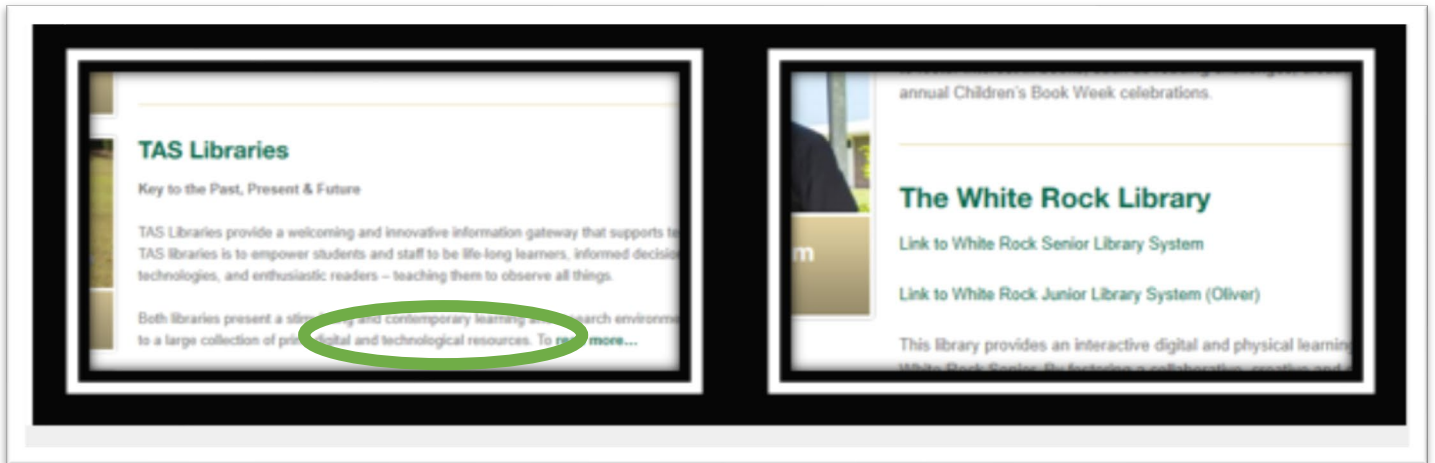
There is a short cut to the library via student café → school links.



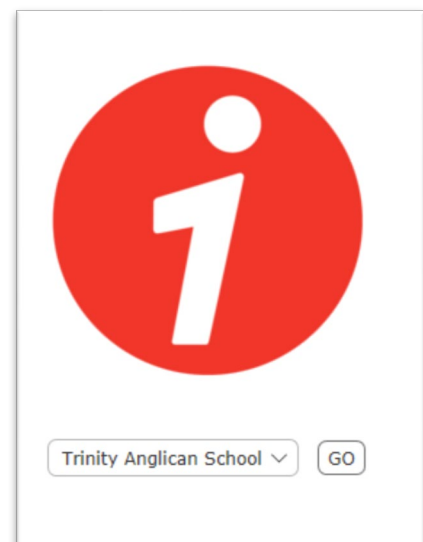
Or you can access the library through the school website. To do this go to the school website <https://tas.qld.edu.au/> and click on the TAS Community link. Click the drop down box and locate facilities (2<sup>nd</sup> from the bottom) click on facilities which will open a new page called TAS Facilities



On the TAS Facilities page, scroll down until you see TAS Libraries and click on read more... this link will take you to the Library page. Choose your campus library and click on the appropriate library system link.



Once you have clicked on the link to **your** library, you will see this symbol – click **Go** to access the library system. This symbol will only appear on your first visit to the TAS online library system.

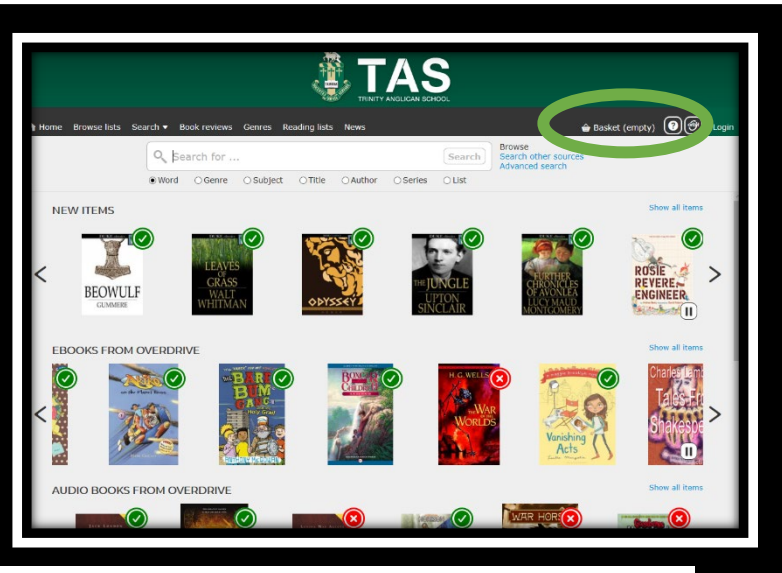




## Welcome to the TAS Library homepage



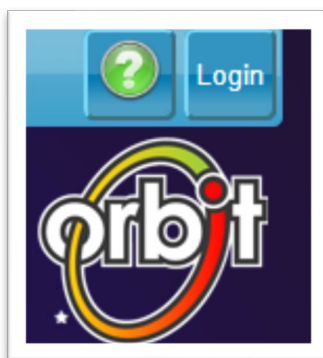
Junior Area - Orbit



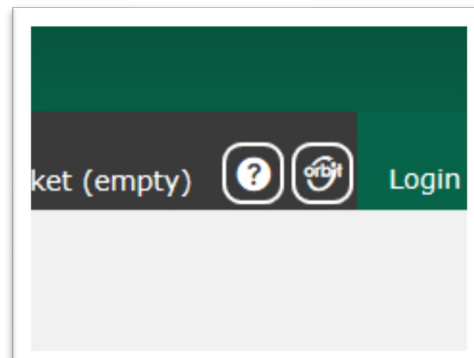
Senior Students & Staff Area - Oliver

## How to Login

In the right hand corner is the Login link. Click on it to log in.



Junior Area - Orbit



Senior Students & Staff Area - Oliver



## Student Login

Your username is you initials and your student code, for example – if your initials are KB and your student code is 12345 then you username is kb12345 and your password is Pass.

*Junior Area - Orbit*

*Senior Students & Staff Area - Oliver*

## Staff Login

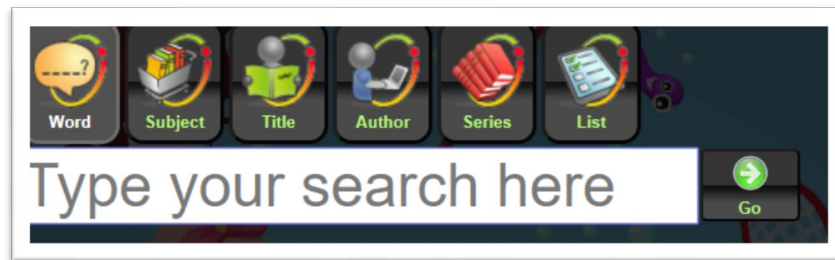
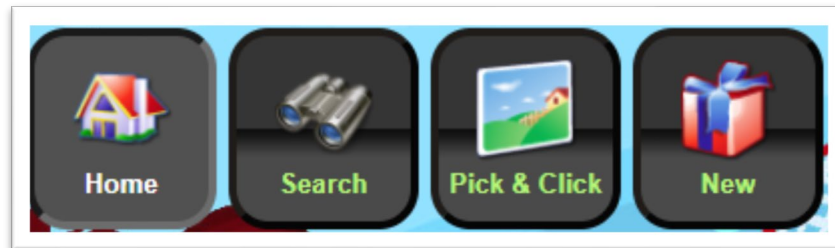
Just like the student login, enter your staff code for your username and please see the librarians about activating your password.

For all questions or issues please email:

[Taslibrary-wr@tas.qld.edu.au](mailto:Taslibrary-wr@tas.qld.edu.au)

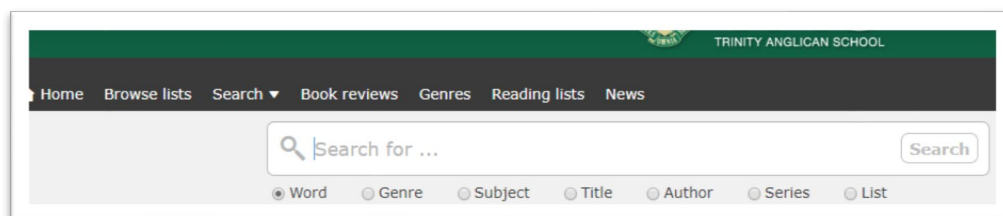
## Junior search (Orbit)

Click on the search button in the top navigation bar on the homepage to be redirected to the search page.



## Senior search (Oliver)

To search, just type your search term into the search bar at the top of the homepage.



## What do these symbols mean?



The green tick at the top of the book indicates that the book is available at your branch which could be either White Rock or Kewarra Beach.



The orange tick at the top of the book means that your book is available at the other campus (i.e. if you are at White Rock and you see an orange tick, this means the book is at Kewarra Beach, and vice versa)



The red X at the top of the book indicates that the book is currently unavailable.

The little book symbol indicates that this book is a physical book you can collect from your library.



The little tablet symbol indicates that this book is an eBook you can borrow through your computer.

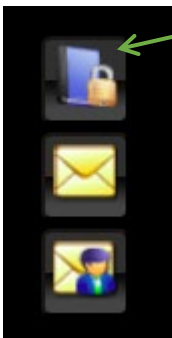


Similarly, this symbol indicates that your chosen resource is an audio book.

## Reserving a book

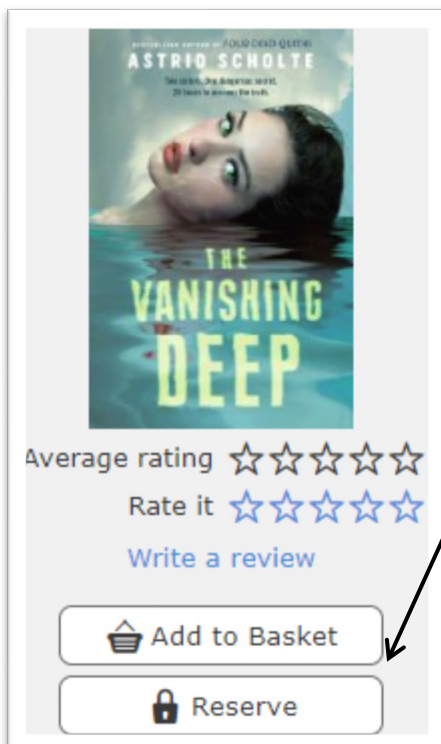
If you see a book you like and want to make sure you borrow it before anyone else, don't panic – reserve it. When the book is available you will receive an email from the Library letting you know the book is ready for collection. Please collect it as soon as possible as the library can only hold an item for you for 7 days.

### Junior catalogue (Orbit)



To reserve a book, click on the title and hit the reserve button that has the lock on it. Do not click on the other buttons.

### Senior catalogue (Oliver)

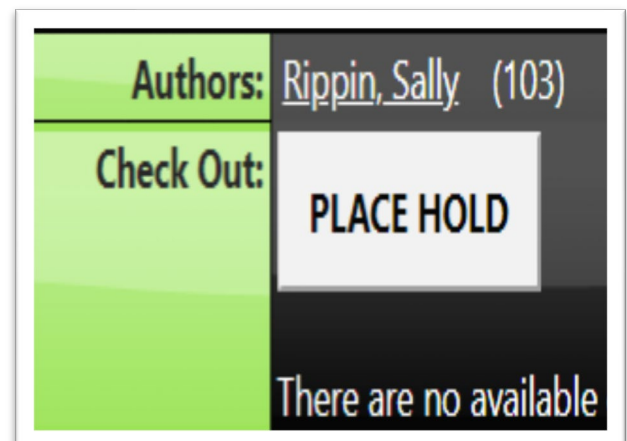
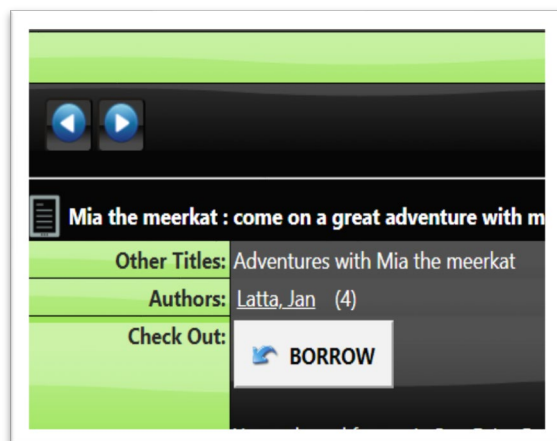


To reserve a book, click the reserve button here.

## Borrowing an eBook or an Audiobook

Borrowing an eBook or Audiobook is very similar to reserving a book.

### Junior catalogue (Orbit)



To borrow an eBook or Audiobook, click on the title to open it then click on the borrow button. The book will open in a new window. For an eBook, move your mouse to the side to turn the pages, or click the top or bottom edges to see options.

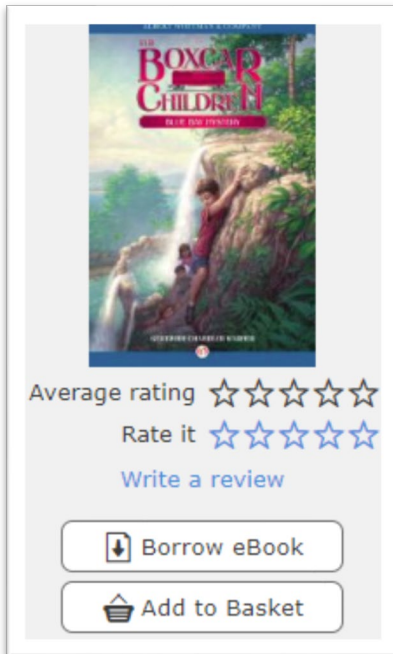
When you open an audiobook, click the play button and it will begin to play.

If the book is currently unavailable, you will have the option to place a hold on it. When you do, it will let you know your place in the queue (e.g. 3 of 3 holds).

You will receive an email when the book is available to borrow, but move fast because you only have 3 days to borrow it before it is offered to the next person in the queue.



## Senior catalogue (Oliver)

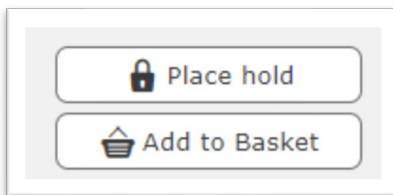


To borrow an eBook or Audiobook, click on the title to open it then click on the borrow button.

For an eBook, move your mouse to the side to turn the pages, or click the top or bottom edges to see options.

When you open an audiobook, click the play button to begin. If the book is currently unavailable, you will have the option to place a hold on it. When you do, it will let you know your place in the queue (e.g. 3 of 3 holds).

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