

*REQUESTS FOR BOOKS
OR JOURNALS*

CAN BE MADE

AT THE LIBRARY

BY FAX - 6762 5740

BY PHONE- 6762 5210

*(Leave a message on the answering
service if unattended)*

BY EMAIL

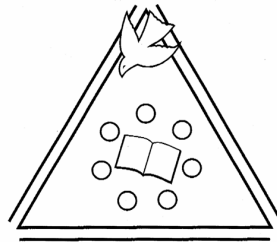
lrccs@westnet.com.au

OR BY MAIL -

PO Box 3052

TAMWORTH 2340

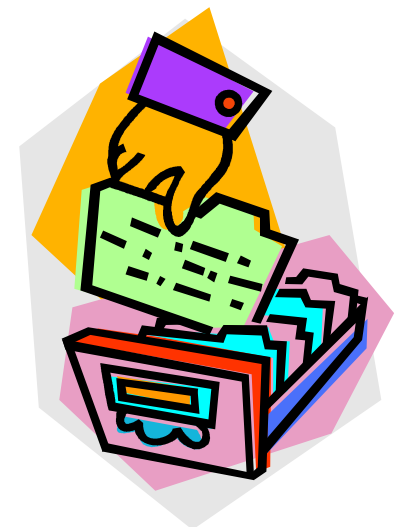
*Request Forms are
available in the library or
on the LRCCS Website—
www.lrccs.org.au*



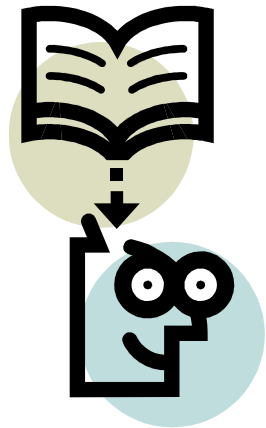
Lois Reid College of Counselling
Studies
88 Bridge Street TAMWORTH 2340
PO Box 3052 TAMWORTH 2340
Ph: 6762 5210
Fax: 6762 5740
Website: www.lrccs.org.au
Email: lrccs@westnet.com.au

How to Use the LRCCS Library

A Guide for
Students and Staff



WHAT TO DO WITH THE BOOK YOU BORROW



*The book card sits
inside the back cover
of a book which needs
to be filled in with
your details:-*

Name: Jane Person

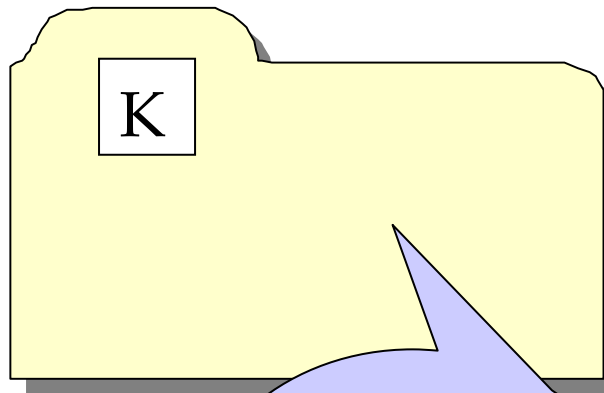
Due: 30/5/2008

*Fill the card
in like this*

*Put the filled in card in
the borrowers box*

*alphabetically
by AUTHOR*

eg. KOTTLER, J.



*And then
put the card on
it's side behind
me..*

THEN

*Fill in the borrowers
register*

616.89 KOT

The Dewey Number is
on the Book card + on
the spine label

Books can be
borrowed
for 1 month
If you need more time
phone 6762 5210