



GUIDE TO ST PASCHAL LIBRARY

Semester 2, 2024

90 Albion Road

BOX HILL VIC 3128

Tel: (03) 9896 4450

Fax: (03) 9898 0181

Email: library@franciscans.org.au

Website: www.vspc-franciscan.org.au

Welcome to St Paschal Library, the Provincial Library of the Franciscan Order of Friars Minor, Holy Spirit Province, Australia. This is the main resource centre for Franciscan studies within Australia.

St Paschal Library is also the main campus library for Yarra Theological Union (YTU), one of the Colleges which comprise the University of Divinity <http://www.divinity.edu.au/>.

In addition to the Franciscan Collection, St Paschal Library houses two further collections. In 1988 the Divine Word Missionaries (SVD) amalgamated their Missiology collection into St Paschal Library; and in 1995 the YTU collection was similarly integrated. As the combined purpose of these organisations is to educate Catholic clergy and laity, these inclusions certainly enrich the total collection.

Library opening hours:

Monday: 9:00am – 5:00pm
Tuesday: 9:00am – 5:00pm
Wednesday: 9:00am – 5:00pm
Thursday: 9:00am – 5:00pm
Friday: 9:00am – 5:00pm
Saturday: 9:00am – 4:00pm
Sunday: Closed.

St Paschal Library may be open later on some days during the semester. Please check the library website for updates to library hours

The Library is closed on these days:

Grand Final Eve, Friday 27th of September

Melbourne Cup Day, Tuesday 5th of November

Please check the library website www.vspc-franciscan.org.au, as alterations may occur.

St Paschal Library Staff:

Head Librarian: Nicholas Gellatly, BLIM, AALIA.

Librarian: Sai Santoyo, BLibSt (Mex.), GradDiplInfoMgt., AALIA.

Library Assistant: Ben Ross.

St Paschal Library Collection

The online catalogue lists all resources (including items on order) and the titles & holdings of journals. Individual journal articles are not catalogued – for some of these, consult the online databases. The catalogue is accessible online via the St Paschal Library website www.vspc-franciscan.org.au, or directly at www.divinity.on.worldcat.org.

Books are arranged by Dewey Decimal Classification.

- **New books** are displayed on the antique Victorian desk at the library entrance and are available to readers.

Journals (periodicals/serials) are arranged alphabetically by title, and are not for loan

- Current issues are displayed in the **Current Journals** section to the right of the library entrance
- Earlier issues are stored on open access in two units of compactus shelving: **Journals A-R** in the compactus at the rear of the main Library room; **Journals S-Z** in the compactus in the Franciscan Room.
- Some journals are available online as well as in print – please check the Library Hub (www.library.divinity.edu.au) for access details. Please note that offsite access is available for University of Divinity staff and students only.

Reference Collection (of atlases, concordances, dictionaries, encyclopaedias, etc.) is located at the right of the library entrance. These items are not for loan.

Audio-visual material: DVDs and CDs are kept on the spinner rack next to the Circulation Desk.

Vertical & Pamphlet File material, Special Collections (Celsus Kelly, Australiana, Canon Law, Rare Books, Library Stack): ask at the Circulation Desk.

The Franciscan Room, on open access at the east end of the main Library room, houses the extensive collection of books and journals on Franciscan topics.

St Paschal Library Users' Loan Entitlements and Fees – proof of membership is required.

- **Franciscans** – 25 items, 90 days, unlimited renewals
- **Faculty members of YTU and of the University of Divinity** – 25 items, 10 weeks, 2 renewals
- **University of Divinity Students** – 20 items, 3 weeks, 2 renewals
- **University of Divinity Higher Degree by Research (HDR) Students** – 25 items, 10 weeks, 2 renewals
- **All other people (Auditing students, Honorary and Private members)** – 5 items, 3 weeks, 2 renewals -- **Fees:** \$100 per six months.

Methods of payment: cheque, postal order or cash (no cards)

Borrowing: Please present your membership card and your selected items at the Circulation Desk.

Reminder: It is your responsibility as a borrower to ensure we hold your current contact details – please update us with any changes.

Renewing loans: you may renew your loan on a borrowed item **in accordance with the borrowing rules above**, provided the item is not overdue and has not been reserved by another patron.

- You may renew in several ways: online through the library catalogue within 'My Account', in person at the desk, by telephone (**03 9896 4450**), by email (library@franciscans.org.au) on or before the due date stamped at the front of each item.
- Please note that you may not renew an overnight loan.

Returning loans: return either into the corridor return chute, or at the Circulation Desk, or by post to:

**St Paschal Library
90 Albion Road
Box Hill, VIC 3128.**

Note that the Franciscans' friary buildings and their library (St Paschal Library) do not have provision for an external chute for returning Library resources.

Losing or damaging a book: If you lose or damage a book, you will be charged replacement costs.

Reserve Collection Shelves: hold items set aside by YTU/UD lecturers as required reading for their subjects. You can access a list of Course Reserve items for each unit via the library catalogue at <https://divinity.on.worldcat.org/courseReserves/landing>, or by clicking on the *Course Reserve* link below the search bar on the catalogue website.

- Reserve Collection items are to be used within the library.
- When you have finished with a Reserve item, return it to the Circulation Desk or leave it on a table or study carrel. Re-shelving is done by library staff.
- **Two Reserve Collection Items may be taken on Overnight Loan** if borrowed within half an hour of the Library's closing time.
 - Overnight loans are to be returned by 9.30 a.m. on the next day of Library business.

Interlibrary loans: this service is available to staff and postgraduate students. Loan requests on behalf of UD faculty and students between libraries affiliated with the University of Divinity do not incur fees. Please ask the librarian for any assistance.

And also:

- Photocopy cards (\$10.00 each) are available at the Library Circulation Desk and at the YTU Office. *Please read the notice at the Library photocopier regarding your responsibilities in respect of Copyright Law.*
- Printing is available at Library Circulation Desk (10 cents per page).
- Please do not re-shelve books or journals after you have used them: leave them on your study desk or on the shelving trolleys.
- Always treat library materials with great care – never underline or highlight text, don't leave sticky markers in the pages. Please report any damage to library staff. Thank you.
- *Conditions of Entry* are displayed at the Library entrance.
- We ask that food is not brought into the Library. Drinks may be brought into the library in **closed containers only**.