

mcwh library policy information sheet

The Multicultural Centre for Women's Health

Multilingual Library Collection is unique and difficult to replace. We ask that you respect the Collection and Library Policy; this way we are able to ensure equal and easy access to all Multicultural Centre for Women's Health members around Australia.

MCWH Membership is free!

In order to borrow books, reports, and videos you must be a member of the Multicultural Centre for Women's Health. Members are automatically eligible to borrow from the Library.

MCWH Library Hours

The Multicultural Centre for Women's Health Library is open Monday to Friday between 10am and 4pm. This does not include Public Holidays. Please note these are general browsing and borrowing hours. For specific assistance, the Multilingual Library Coordinator is available by appointment.

What items are available for borrowing?

Books and reports are borrowed on a fortnightly basis. They are renewable for two week periods, except where a hold has been placed on the book or report in question; such items need to be returned by the due date and the loan period cannot be extended.

An overdue notice will be sent regarding books or reports that are not returned by the due date. A borrower's lending rights will be suspended until all overdue items are returned. Please note that some reports may not be borrowed, these are clearly marked as Reference material.

The MCWH Library Collection includes:

Reference material

This Collection is not available for loan. Reference items may be used at MCWH. When you have finished with an item from the Reference Collection, please place it in the Returns Box for reshelving. Reference materials may be photocopied.

Journals

Journals are organised alphabetically. The Journal Collection is not available for loan. Journals are to be used at MCWH. Please remember to place journals in the Returns Box for reshelving. Articles may be photocopied.

Videos

Videos may be borrowed by teachers and community workers for educational purposes for up to three days. Women may view videos at MCWH, please contact us to arrange a viewing time. If the video is not returned by the due date an overdue notice will either be sent or the organisation will be contacted to ensure the video's return. It is the responsibility of the borrower to return the video.

Costs incurred that do not relate to membership

Although Library membership is free, borrowers are responsible for any costs relating to the return of library items such as postage, courier charges, costs relating to the replacement of damaged or otherwise non-returned items, and photocopying. Photocopying costs are available on enquiry.

putting
immigrant
women's
health
information
first!



mcwh: women's health information in your language

For further information contact the Multilingual Library Coordinator telephone: 03 9418 0999
email: info@mcwh.com.au fax: 03 417 7877 MCWH web page: www.mcwh.com.au