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Learning Commons Staff Guide

As a staff member of Holmesglen you can use the services and facilities available at all Learning Commons branches.

Your staff ID card is your key to the Learning Commons.

Please bring your staff ID card with you when you wish to borrow.

Services

1. Lending Services

1.1 Borrowing

You may have a maximum of 25 items on loan at any time. Check the table below for loan periods and borrowing limits on items.

Item	Limit	Loan Period	Renewals
Books / CDs / Audio Cassettes	25	4 weeks	2
Books / CDs / Audio Cassettes in high demand	25	2 weeks	2
Staff priority items	25	Negotiable	
Fiction	25	4 weeks	2
LD (Language Development) collection	25	4 weeks	2
Videos	5	Same day loan	0
DVDs (staff only)	3	Overnight loan	0
DVDs (other)		Same day loan	
Journals/Periodicals	3	7 days	2
Counter Reserve Collection	2	3 hours (use in the Learning Commons only)	0
* Cassette/CD Players	1	Same day loan	0
* CLP class set	class set	7 Day loan	0

*Loan for CLP teachers only.

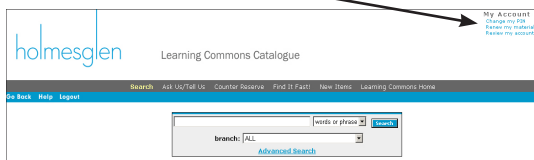
1.2 Renewals

Loans may be renewed twice, provided they are not overdue and there are no holds (reservations) on the items. Loans can be renewed in person, by phone or on-line. Please have your staff ID available when you phone.

To renew items online, please have your ID and PIN (available at any Branch) ready.

Go to the Learning Commons website at holmesglen.edu.au/learningcommons

Click on **Catalogue**. Go to **My Account** (top right corner).



“My Account” allows you to check items you have on loan and on hold, as well as renewing items you still need. To access this you need a PIN, available from any branch. This PIN can be changed once you receive it.

The 3 options available under “My Account” are:

Renew My Materials

This will show you which of your items are available for renewal. They may only be renewed twice. You will not be able to renew items if they are overdue or there is a hold (reservation) placed on them.

Review My Account

This will show you what is on loan, when it is due and whether your holds are available to be picked up.

User PIN Change

Ask a Librarian for your PIN number. If you wish to change it, follow the steps on screen.

1.3 Returns

Items you have borrowed may be returned over the counter or via the book return boxes at any branch of the Learning Commons. After hours return chutes are available at all campuses.

1.4 Lost Items

You will be required to pay the replacement cost for lost items, plus a processing fee of \$10.00 per item.

1.5 Place Holds (reservations)

First, find the item in the catalogue. If the item is currently on loan, click on the “Place Hold” link beside that item. This leads to a screen where you can select the branch to pick up the item.



If the item is available at another campus, ask a Librarian at the Information or Lending Services desks to hold (reserve) the item. You may reserve up to 5 items. Courier deliveries operate daily between campuses except on weekends.

The Learning Commons will email you once the item is available. You can also telephone to see if your reservation is available for pickup or check your details in the online catalogue. See page 19 for telephone numbers.

Videos and DVDs

You may book videos and place holds (reserve) on DVDs for borrowing at a future date. Note that educational videos are “same day” loans. Feature videos and DVDs are overnight loans only. If the video/DVD you need is at another campus, please allow for delivery time.

1.6 Counter Reserve Items

Counter Reserve is a short term lending collection of items temporarily in high demand. It is shelved behind the Lending Services desk and items are available for use only in the Learning Commons for a maximum of three hours at one time.



How to organise a Counter Reserve item

You may have books or photocopied material placed on Counter Reserve, stipulating a start and finish date.

See Learning Commons staff to organize these items and allow two working days for the items to be placed on the Counter Reserve shelves.

The items will be withdrawn from the Counter Reserve Collection at the agreed finish date. If there are no loans against the item for the whole year, those items also will be withdrawn from the Counter Reserve collection at the end of the year.

1.7 Special collections

Reference Collection

The Reference Collection contains material which can be used in the Learning Commons only.



It holds standard reference books such as encyclopaedias, handbooks and dictionaries which are a good starting point for research.

Videos and DVDs

You may borrow teaching videos as same day loans. Movie videos and DVDs are overnight loans. You may book Videos and place holds on DVDs for teaching purposes.

Journals / Periodicals

The Learning Commons subscribes to a wide range of periodicals. You may borrow current issues as well as back copies of all titles for 7 days and these items may be renewed twice.

Newspapers

Daily newspapers are available at each Campus. Back issues are retained for:

Newspaper	Chadstone Bldg. 8	Chadstone Bldg. 5	Moorabbin	Waverley
The Age	6 months	1 month	6 months	3 months
The Australian	12 months	-	3 months	-
Herald Sun	12 months	1 month	6 months	3 months
Australian Financial Review	3 months	-	3 months	-

You may also access newspaper articles via our electronic databases. eg. EBSCO Australian and New Zealand Reference Centre has The Age, Herald Sun and The Australian and Newsbank has all Australian newspapers including local newspapers since 1999.

1.8 CLP Class Set Room materials

This is a closed stack collection (accessible to teachers only) at Chadstone Building 8, Moorabbin and Waverley, consisting of class sets of text books and fiction (readers), plus their accompanying audiotapes and CD ROMs, shelved in title order. Books belonging to this collection are identified by CLP CS spine labels and are available for CLP staff on a 7 day loan basis.

Chadstone Building 8 Learning Commons

CLP class set room materials in Chadstone Building 8 Learning Commons are available for staff only. Students should be advised that they have no access or borrowing rights to the CLP class set room materials.

Moorabbin Learning Commons

Staff and CELTA (Certificate in English Language Teaching to Adults) trainees have access to CLP class set room materials.

Waverley Learning Commons

CLP class set room materials are “staff loan” only. Ask for the key at the Lending/Information desk.

Please note: Class set material cannot be sent between branches of the Information Commons. If any CLP collection lacks particular titles, they should be considered for purchase. (See p.15)

Materials for CELTA (Certificate in English Language Teaching to Adults) groups

If CELTA teachers at Chadstone campus wish their students to have access to the class set room materials, the teacher may borrow multiple copies of items using the special CELTA borrower ID card available at the Lending Services desk.

These items can be borrowed for a longer term and the teacher may allow students to access them as they see fit.

Although the items are borrowed on the CELTA card, teachers are reminded that the items remain their responsibility.

At Moorabbin Campus CELTA trainees have a laminated card provided by their program coordinator, which advises Learning Commons staff of their borrowing status. They can then be issued with the Moorabbin CLP room key to enter the room and select their books. The key is returned to the Lending Services desk and discharged before items are issued.

1.9 Photocopying & Printing

Multi Function Printers are available at each Learning Commons branch. Faxing facilities are currently available only at the B8 Learning Commons.

Credit has been allocated to your Staff Card to enable you to photocopy and print in either black and white or colour around the Learning Commons network.

The rates for photocopying and printing are as follows:

Black and White A4 Sheet 15 cents A3 Sheet 20 cents

Colour A4 Sheet \$1.00 A3 Sheet \$2.00

If used, transparencies **MUST** be purchased from the Learning Commons

Cost of transparencies:

Black and White \$1.10 Colour \$1.50

Plan printing Available at Building 5 Learning Commons only.

A2 Sheet 50 cents A1 Sheet \$1.00

1.10 Computers in the Learning Commons

Computer facilities are provided for students to use for private study and research. Some classes are held in the Building 8 Learning Commons but only when the timetable office is unable to allocate a PC classroom. Bookings should be made with the timetable office 1 week in advance. This facility is not available at Chadstone Building 5 or Moorabbin branches.



Students may book a PC in the Learning Commons up to 7 days in advance using the MyPC computer booking system. Disability Services can advise students about assistive technology and alternative format software.

2. CAVAL (reciprocal borrowing program)

CAVAL is a reciprocal borrowing program which allows staff and students of participating Victorian Academic Libraries to borrow material from other participating libraries. Most University and TAFE libraries participate in the scheme. It is free of charge to the user.



Please access <http://www.caval.edu.au/borrowing.html> for more information on the CAVAL reciprocal borrowing program.

How to apply for a CAVAL card

You may apply for a **CAVAL Reciprocal Borrower's card** at the Information desk at any branch of the Learning Commons. Please allow 2-3 working days for processing.

Please note: Some restrictions may apply. Please contact any branch for further information.

3. Inter Library Loans (ILL)

The Inter Library Loans service is provided by the Learning Commons (campus wide) to those clients who require material not available from the Learning Commons, for work and course related purposes.

Resources can be requested on Inter Library Loan by teaching staff free of charge and normally take up to 2 weeks to obtain from other libraries. Contact the Inter Library Loans Officers, Angela Newland or Anne Gleason, phone 03 9209 5726 or email:

angela.newland@holmesglen.edu.au

anne.gleason@holmesglen.edu.au

Please Note: The Learning Commons will pay return freight on staff Inter Library Loans by rail or post, but charges for transport by commercial couriers will be passed on to the teaching department.

Requests should be made as early as possible, as many titles are in heavy demand.

Loans must be returned promptly to the Lending Services desk.

Holmesglen is a member of ACMI (Australian Centre for the Moving Image) and can arrange to borrow their videos and DVDs, as well as videos and films held by the National Film Library. ACMI's catalogue may be viewed online at www.acmi.net.au/borrow.htm

Resources

4. Electronic Resources

The Learning Commons provides a range of electronic resources and services in support of the teaching programs of the Institute and the resource needs of students and teachers.

Services available include:

- Learning Commons website
- Catalogue
- Databases
- Streaming videos
- Subject guides
- Web links
- Know it All!
- How do I?
- LiveHelp
- Virtual tour

4.1 Learning Commons Website

The Learning Commons website is your fastest and most efficient access point to the wealth of information available through the Learning Commons. While on campus, access the website via the Intranet <http://staffnet/>.

Externally go to <http://www.ic.holmesglen.edu.au>

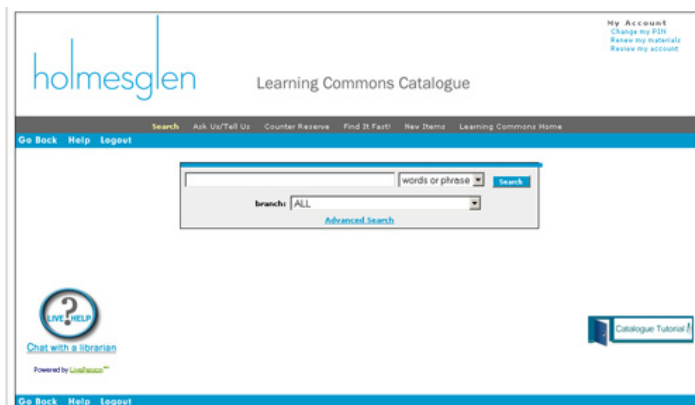
From this website, you can use the catalogue, access the databases, check subject guides, work through Know It All! and view the web pages. Our contact details and branch opening hours can also be found here.



The screenshot shows the Learning Commons website homepage. At the top, there is a blue navigation bar with the Holmesglen logo and a menu with items: Home, Find information, Services, Ask us/Tell us, Hours/locations, About us, How do I?, and Podcasts. Below the navigation bar, the main heading reads "Learning Commons" with the tagline "beyond a library...". A search bar is located on the right side of the page. The page is divided into several sections: "Find information" with links to Catalogue, Databases, Journals, News and newsletters, Streaming Videos, Subject guides, and Web links; "Services" with links to Learning resources desk, Information services desk, Services for teachers, Computer access, Printing, photocopying and scanning, and Student Group Discussion Rooms; and "How do I?" with links to Write a bibliography, Plan an assignment, Evaluate online information, Use catalogue help, Locate an item on the shelf, Improve my study skills, Borrow from other libraries, and Find my way around Holmesglen Library. A central graphic features a window with a view of a blue sky and clouds, with the text "Welcome to the Learning Commons" and "Here you will find resources and technology to support your course of study. We aim to provide you with an informal social learning space." At the bottom right, there is a "LIVE HELP" logo and a link to "Chat with a librarian".

4.2 The Learning Commons Catalogue

The Learning Commons catalogue provides current information on the availability and location of all items. To access simply go to the LC website www.ic.holmesglen.edu.au and click on the **Catalogue** link.



The basic search, as seen above, will search across all branches for the keywords entered. This search can be done on a title, author or subject and limited to a particular branch.

If you need more powerful searching, click the **Advanced Search** link. This allows you to search for items in a particular format (eg. Book, Video, Periodical), a particular loan type (14 day or 7 day) as well as linking searches– for example, searching for Author AND Title AND Series.

Along the top of the screen are links to our Ask Us/Tell us, the Counter Reserve Collection, “Find it Fast” (a subject directory in pictorial format), New Items and “My Account”.

“My Account” allows you to check items you have on loan and on hold, as well as renewing items you still need. To access this you need a PIN, available from any branch. This PIN can be changed once you receive it.

For more help, click on the Catalogue Tutorial link on the opening screen.

4.3 Online Databases and CD-ROM Databases

The Learning Commons subscribes to a range of databases on various subjects. These databases contain a vast amount of information, ranging from newspapers to journals and their full text articles, abstracts and citations.

All databases are available on campus via the network. Web based databases are available from home through the Learning Commons website, www.ic.holmesglen.vic.edu.au and click on **Databases**.

Your ID and password is necessary for external access of the databases.

See the Learning Commons website for more details on the databases. Click on **Databases** to access them online.

Networked CD-ROMs are available through the Novell launcher, **on campus only**.

4.4 Streaming Videos

Montie is a video streaming package which contains occupational health and safety (OH&S) videos and can be viewed in any classroom where there is a DVP installed.

The videos are accessible in the office or in the class room via the Novell application launcher of the computer under the heading 'Learning Commons Resources' folder. Click on the 'Montie-Safety Care' icon and In the 'Video Program Categories' screen select either an alphabetical list or a category you wish to use. Within each category there will be a list of videos on that topic. Select the video you wish to view and click on the play arrow.

4.5 Subject Guides

The Learning Commons subject guides aim to provide you with a starting point for finding resources held within the Learning Commons collections. Each guide is dedicated to a particular subject.

Subject Guides are available at our website at http://www.ic.holmesglen.edu.au/find_info/subjectguides/subjectguides.htm

4.6 Web Links

The Web Links page contains lists of hundreds of websites, organised by subject. The websites listed have all been evaluated by the Liaison Librarians and are reliable, useful and authoritative resources. Links are checked and updated regularly. To access, click on the Web Links on the left hand side of the LC website.

4.7 How do I?

The aim of this section is to assist students with their assignments. It includes links to writing a bibliography, steps in writing assignments and evaluating online information.

The “Writing a Bibliography” link provides general information on the Harvard referencing system.

“Borrowing from Other Libraries” will take you to the online catalogues of TAFE, University and Public Libraries. This can be useful if you need to access resources not held at Holmesglen Learning Commons. Remember to apply for a CAVAL card so you can borrow from other Victorian academic institutions.

4.8 LiveHelp

LiveHelp is the Learning Commons virtual reference service. Via the Internet, you can chat to a Reference Librarian no matter where you are. The service is available during the Information Commons opening hours. To access LiveHelp, click on the LiveHelp button on the IC website, type in your name and email address and chat away.



4.9 Know it All! (available via “Improve my study skills” link)

This is an online, self-paced multi tutorial package aiming to teach strategies to access information within a library. It shows resources that are available and how they differ, as well as skills to analyse, organise and present information.



Know it All! is structured by tutorials and you can complete as many as you wish.

Know it All! is available online on campus via the Learning Commons website. Click the “Improve my study skills” link to access this service. For more information talk to a librarian.

4.10 Virtual Tour (available via “Find my way around”)

To view the virtual tour, go to the Learning Commons website, click on Virtual Tour, and then follow the map around the Chadstone Building 8 Learning Commons.

Tours for the other campuses are under development.

You will need a Flash viewer for this. All Institute computers have this software and it is easily downloadable.

5. Information Literacy Sessions

The Learning Commons offers a range of sessions that are designed to provide students with a detailed understanding of the research process and the variety of resources available to them, both within the Learning Commons and remotely.

Sessions are structured to enable students to gain confidence in their ability to locate a variety of resources, use Live Help as a mode of research, make effective use of available copying and printing facilities and understand the role of Information Services Librarians.

5.1 Sessions for Staff

The Learning Commons offers sessions for staff to familiarise themselves with the use of our resources. We can cater to subject specialisations and specific needs.

Staff sessions may encompass:

- Suggestions on how to obtain better results from catalogue searches
- How to use the catalogue to find a specific type of material, e.g. DVDs only
- How to choose the most relevant Database for a given subject
- Database access and search methods
- Bibliography style guides with examples
- Ready reference web links and electronic subject guides

Duration: approximately 1½ - 2 hours.

The session content and duration can be tailored to meet your department's specific needs.

The Learning Commons would like to encourage you to take advantage of this session as part of your staff development activities.

Liaison Librarians are also willing to run sessions for small groups to suit your availability.

We offer the following sessions for student groups.

5.2 Orientation Tour

The tour offers an introduction to the Learning Commons:

Services - locating items, borrowing, renewals, holds and research services

Facilities - computing, printing, photocopying, scanning

Collections - reference, non fiction, fiction, periodicals, video, audio and DVD
and language development

Duration: 30 minutes

5.3 Catalogue

This session includes:

- an overview of the catalogue and its functions
- a demonstration of how to search for resources
- information on renewing items online
- how to see what you have on loan
- an overview of "My Account"

Duration: 30 minutes

5.4 Research Skills

This session introduces research skills and the steps involved in conducting research.

Sessions can include :

- an overview of the IC website
- identifying keywords
- identifying databases appropriate for particular assignments / subject areas
- resource evaluation and selection
- applying the research process to specific assignments
- search techniques for internet research
- a demonstration of Live Help and "Know it All!"
- recording bibliographic details for reference lists

Duration: 1 hour

5.5 Electronic Resources - Online Databases

These subject-specific sessions can be designed either as an overview or to suit the needs of students who have a particular assignment.

Electronic databases contain a comprehensive collection of information in electronic form. They offer access to newspaper and magazine articles in full text on a range of subjects.

Sessions include an explanation of how to select and access the most appropriate databases for the students' needs and a demonstration of search strategies for these databases. Students are shown how to limit searches for more accurate results and how to print, save and email selected documents.

Duration: 1 hour

All sessions and their duration can be tailored to meet your specific needs.

For bookings please contact the Information Services desk at the appropriate branch of the Learning Commons or speak to your Liaison Librarian.

For further information on these sessions or to suggest other sessions which may be useful, please contact:

Chadstone Bldg 8 Information Literacy Librarian: 9564 1914

Chadstone Bldg 5 Branch Manager: 9564 1875

Moorabbin Information Literacy Librarian: 9209 5616

Waverley Information Literacy Librarian: 9564 6215

Please book your sessions at least three days in advance.

6. Liaison Librarians

The Learning Commons network nominates a Liaison Librarian for every teaching department within the Institute. The Liaison Librarian's primary role is to work with the teaching staff to provide the most current and appropriate resources for both students and staff and to maintain the collections in the relevant subject areas.

This personal contact provides a friendly and efficient service for the mutual benefit of teaching and Learning Commons staff.

What can your Liaison Librarian do for you?

- Evaluate and advise on purchase requests, taking into account current Learning Commons holdings, the department's current expenditure and future requirements.
- Monitor the Learning Commons budget on their allocated teaching departments
- Prepare subject guides and bibliographies in specific subject areas.
- Organise and present information literacy sessions for staff or students
- Liaise with departments on new and existing courses to assist in the acquisition of relevant resources.
- Attend staff meetings of their allocated areas to discuss Learning Commons resources in various subject areas and to gain feedback.

6.1 New Item Requests

Books, videos, DVDs, periodicals

The Learning Commons resource collection is mainly formed by the purchase requests of teaching staff for the teaching and general education needs of the students. The material requests can be for any format eg. books, periodicals, videos, DVDs. In addition each Liaison Librarian makes purchases suitable for their departmental areas.

These purchases need to be in line with the Learning Commons Collection Development Policy http://www.ic.holmesglen.vic.edu.au/about_us/collection_dev_policy.htm Before making a request, check the catalogue to see whether the item is already in the Learning Commons collection. If not, submit a purchase request with your Liaison Librarian.

Please use the Learning Commons electronic copy of the Purchase Order form for your orders which is available on the HIT Management System in the Staff Intranet.

At the HIT Management System, type SER110 In the **Quicksearch** box and select **Forms** and press **GO**. Select **SER110 - Info Commons Resource Purchase Request and Notification to Requestor** and click to open the form which will open in Microsoft Word and can be saved on your computer for purchase requests.

Alternatively contact your Liaison Librarian by email or phone to discuss the purchase of resources.

You can negotiate with your department to purchase items with department funds and keep them in the collection under a special category called "Staff Priority".

Please send the completed form/s either in electronic or paper copy to your Liaison Librarian. You may ask to be notified when the item is available.

6.2 List of Liaison Branch Contacts

There is a Liaison Librarian for every subject area.

Find contact details for your area here:

Department/ Centre	Campus	Librarian	Contact no.
Directorate	Chadstone Bldg.8	Manager, Learning Commons	9564 1610
Centre for Applied Technology			
Engineering and Electrotechnology	Moorabbin	Information Services Librarian	9209 5595
Computing & Information Technology	Moorabbin	Database Librarian	9209 5684
	Chadstone Bldg.8	Database Librarian	9564 2032
Building Industry Training Centre			
Advanced Building Technology	Chadstone Bldg.5	Branch Manager, Chadstone Bldg.5	9564 1874
Carpentry and joinery, Glass and Glazing	Chadstone Bldg.5	Branch Manager, Chadstone Bldg.5	9564 1874
Plumbing, Construction Finishing	Chadstone Bldg.5	Branch Manager, Chadstone Bldg.5	9564 1874
			Cont.....

Department/ Centre	Campus	Librarian	Contact no.
Business Services Centre			
Administrative & Management Studies	Chadstone Bldg.8	Marketing & Publications Librarian	9564 2032
	Moorabbin	Database Librarian	9209 5684
Business Services	Chadstone Bldg.8	Marketing & Publications Librarian	9564 2032
	Moorabbin	Database Librarian	9209 5684
Centre for Design, Arts & Science			
Applied Science	Chadstone Bldg.8	Collection Development Librarian	9564 2032
Arts & Communications	Chadstone Bldg.8	Information Literacy Librarian	9564 1914
	Moorabbin	Information Services Librarian	9209 5684
Design, Multimedia Arts & Science	Chadstone Bldg.8	Marketing & Publications Librarian	9564 2032
	Moorabbin	Information Services Librarian	9209 5684
	Waverley	Information Literacy Librarian	9564 6313
Furniture Manufacturing	Chadstone Bldg.5	Branch Manager, Chadstone Bldg.5	9564 1874
Interior Decoration & Design	Chadstone Bldg.5	Branch Manager, Chadstone Bldg.5	9564 1874
Centre for Health, Human & Community Services			
Aged Care (Vocational & Community Services)	Chadstone Bldg.5	Information Services Librarian	9564 1874
Biomedical Science	Moorabbin	Information Services Librarian	9209 5684
Dental Technology	Chadstone Bldg.8	Collection Development Librarian	9564 2032
Disability Work (Vocational & Community Services)	Chadstone Bldg.5	Information Services Librarian	9564 1874

Department/ Centre	Campus	Librarian	Contact no.
Health Science and Biotechnology (Vocational & Community Services)	Moorabbin	Information Services Librarian	9209 5684
Human and Community Services	Moorabbin	Information Services Librarian	9209 5595
	Waverley	Information Literacy Librarian	9564 6313
Nursing	Moorabbin	Information Services Librarian	9209 5595
Centre for Horticulture, Tourism & Recreation			
Horticulture	Waverley	Information Literacy Librarian	9564 6313
Fitness & Recreation	Moorabbin	Information Literacy Librarian	9209 5616
	Waverley	Information Services Librarian	9564 6212
Tourism	Moorabbin	Information Literacy Librarian	9209 5616
	Waverley	Information Services Librarian	9564 6212
Centre for Hospitality, Cookery & Bakery			
Hospitality	Moorabbin	Information Literacy Librarian	9209 5616
	Waverley	Information Literacy Librarian	9564 6313
Centre for Language Programs			
Language Centre	Chadstone Bldg.8	Website Librarian	9564 2032
	Moorabbin	Branch Manager, Moorabbin	9209 5867
	Waverley	Information Literacy Librarian	9564 6313

Learning Commons

Branch Location & Hours

Chadstone Building 8 Learning Commons

Building 8 Level 1

Cnr Batesford Rd & Warrigal Rd Chadstone 3148

email: infodesk@holmesglen.edu.au

Phone: (03) 9564 1621 or (03) 9564 1548

During term		Term break	
Monday - Thursday	8.00am - 9.30pm	Monday - Friday	9.00am - 5.00pm
Friday	8.00am - 7.00pm	Saturday - Sunday	Closed
Saturday	10.00am - 5.00pm	Public Holidays CLOSED	
Sunday	11.00am - 4.00pm		
December and January			
Monday - Friday	9.00am - 6.00pm	Saturday - Sunday	Closed

Chadstone Building 5 Learning Commons

Building 5 Level 3

Cnr Batesford Rd & Warrigal Rd Chadstone 3148

email: infodesk@holmesglen.edu.au

Phone: (03) 9564 1874

During term		Term break	
Monday - Thursday	8.00am - 8.30pm	Monday - Friday	8.00am - 4.00pm
Friday	8.00am - 5.00pm	Saturday - Sunday	Closed
Saturday	10.00am - 2.00pm	Public Holidays CLOSED	
Sunday	Closed		

Moorabbin Learning Commons

Building 2 Level 1

488 South Rd Moorabbin 3189

email: infodesk@holmesglen.edu.au

Phone: (03) 9209 5725

During term		Term break	
Monday - Thursday	8.00am - 9.00pm	Monday - Friday	9.00am - 5.00pm
Friday	8.00am - 5.00pm	Saturday - Sunday	Closed
Saturday	10.00am - 4.00pm	Public Holidays CLOSED	
Sunday	11.00am - 3.00pm		

Waverley Learning Commons

Building 1 Level 1

585 Waverley Rd Glen Waverley 3150

email: waverleyinformation@holmesglen.edu.au

Phone: (03) 9564 6215

During term		Term break	
Monday - Thursday	8.30am - 8.30pm	Monday - Friday	9.00am - 5.00pm
Friday	8.30am - 6.00pm	Saturday - Sunday	Closed
Saturday	10.00am - 5.00pm	Public Holidays CLOSED	
Sunday	10.30am - 2.30pm		