

## What we do

We ensure that Victorian Government clients and staff have easy access to the information resources needed to do the work of government:

- through the collections of licensed electronic resources;
- the WoVG library collection;
- a team of information professionals;
- access to a global network of libraries and suppliers.

## Our borrowing terms:

- you can borrow unlimited items;
- borrowing period is 28 days;
- you can review your loans, place items on hold and renew via Library gateway, or by calling 1800 SHARED (1800 742 733);
- you can request items not held within our collections by using the request form on Library gateway site; and
- borrowed items will be delivered to your desk.

To view Victorian Government Library Service terms and conditions, visit [library.intranet.vic.gov.au](http://library.intranet.vic.gov.au)

## Contact us



for self-service resources and online chat visit [library.intranet.vic.gov.au](http://library.intranet.vic.gov.au)



[vgls@dtf.vic.gov.au](mailto:vgls@dtf.vic.gov.au)



1800 SHARED (1800 742 733)



visit by appointment only or return loans to:

Victorian Government Library Service  
Knowledge Resource Centre  
607 Sneydes Road  
Werribee VIC 3030  
DX 210726

Opening hours: 10am to 4pm (Mon–Fri)

## Provide your feedback

We are always looking for ways to improve our services. Please tell us about your experiences and concerns via the feedback form on [library.intranet.vic.gov.au](http://library.intranet.vic.gov.au) or call 1800 SHARED (1800 742 733).



Treasury  
and Finance

## Shared Service Provider

VICTORIAN  
GOVERNMENT  
LIBRARY  
SERVICE

[www.ssp.vic.gov.au/library-services](http://www.ssp.vic.gov.au/library-services)

# Welcome to the **Shared Service Provider** Victorian Government Library Service

## Our services

### Training

Our librarians will help you learn how to develop search strategies to find current, reliable information using the latest tools and techniques. Training can be personalised or group sessions with a librarian.

### Alerts

Keep on top of areas of interest with our customized alerts. Our system automatically searches the latest content to give you the heads up on what's new. Alerts can be self-service or ask us for assistance.

### Publications registration

We can assign your published documents an ISBN or ISSN and ensure compliance with legal deposit requirements.

### Subscriptions

We negotiate on behalf of our clients to provide quality, cost-effective electronic resources across government through centralised purchasing.

Go to SSP website [www.ssp.vic.gov.au/library-services](http://www.ssp.vic.gov.au/library-services) for more information.

## Assistance we offer

**Our team of research librarians will help you to:**

- develop successful search strategies;
- find the best information;
- save and manage your research results;
- keep your information up to date;
- cite your sources correctly; and
- improve your research skills.

**Book a librarian or ask questions via:**



**1800 SHARED (1800 742 733)**



**Ask a librarian on [library.intranet.vic.gov.au](http://library.intranet.vic.gov.au)**

You'll receive fast replies, research guidance and links to the recommended information.



## Access to information

### Library gateway

Find your library gateway on your departmental intranet. This is your gateway to information resources.

It allows you to:

- search our large range of print, online and digital resources, including e-books, texts and reports;
- access a suite of specialized databases to search for journal articles, newspapers, standards, conferences and legal resources;
- working from home? Login via SSP website to access library resources.



Access is via your departmental intranet or the SSP website [www.ssp.vic.gov.au/library-services](http://www.ssp.vic.gov.au/library-services).