**HOURS OF OPERATION:**

DURING SCHOOL TERMS:

Monday, Wednesday, Thursday & Friday:

9am – 12 noon & 1pm – 5pm

Tuesday: 2pm - 5pm

\*Outside these hours by appointment

\*\*Since there are odd, unscheduled times when the Centre may be closed during standard hours, it is strongly recommended that if you plan to visit the Centre, especially if coming from a distance, to telephone in advance to ensure staff availability

\*\*\*CLOSED WEEKENDS, PUBLIC HOLIDAYS AND OTHER TIMES AS ADVISED.

**OPEN** DURING SCHOOL HOLIDAYS, BUT HOURS VARY Contact Centre prior to each set of school holidays. The Centre CLOSES for a 3-4 week period each year prior to Christmas Eve and reopens sometime within a week before the new school year.

**TELEPHONE SERVICE NOTE:**

If the Centre’s telephone is unanswered or engaged, it will switch to voicemail. **DO** leave a message and we will get back to you as soon as possible.

MEMBER OF:-

**NCRCN** – National Catholic Resource Centres’ Network.

**ANZTLA** – Australia and New Zealand Theological Library Association.

Catholic Resource Centre

Revised June 2013

#  WHAT IS THE CATHOLIC RESOURCE CENTRE?

CATHOLIC RESOURCE CENTRE

TELEPHONE: (02) 6338 3022

FAX: (02) 6338 3001

POSTAL ADDRESS: PO BOX 725, BATHURST NSW 2795

STREET ADDRESS: GILMOUR STREET, KELSO NSW 2795

\*EMAIL: recentre@bth.catholic.edu.au

![MCj04134820000[1]]()

Online Catalogue available at:

<http://library.bth.catholic.edu.au>

Or via Catholic Education Office website within the Religious Education menu.

<http://www.bth.catholic.edu.au/>

Web sites pertaining to Australian education via ‘REsourcesBathurst’ at

<http://www.delicious.com/REsourcesBathurst/>

The Catholic Resource Centre is a multi-media education library funded by the Catholic Education Office (Diocese of Bathurst, NSW). It specialises in, but is not restricted to, Religious Education, Christian Formation, & Special Education.

The collection includes core resources in areas such as Catholic Doctrine, Australian Church History, Scripture and the Sacraments. Also held are resources in related fields such as Indigenous education, Ethics, World Religions, Social Issues, Personal Development, Values Education, and more.

**CORE SERVICES AVAILABLE FROM THE CENTRE ARE:**

* A lending collection of print and media resources.
* Reference and Information Services- networked with other libraries throughout Australia.
* Previewing Facilities, Small group facilities.
* Web Resources – recommendations.
* Research skills, referencing, digital search skills support for tertiary study and assignments – individualised help available.

**WHO CAN USE THE CENTRE?**

Teachers, educators, pastoral ministers, church /community groups, tertiary students in the Diocese of Bathurst. The Centre is open to the public. Borrowing rights and services are made available to those who need these at the Centre’s discretion.

**WHAT CAN I BORROW? HOW MANY ITEMS MAY I HAVE OUT AT ONE TIME?**

DVD’s, kits, books, CD’s, posters, journal issues and more may be borrowed from the Centre. Feel free to borrow what you need, when you need it, within reason. There are times when Centre staff may restrict borrowing for a given subject/topic due to heavy demand. (Bulk loans can be arranged to suit special needs.)

**WHAT IS THE LOAN PERIOD?**

The loan period is very FLEXIBLE, but as a general guide….

VIDEOS, DVD’s & HIGH DEMAND RESOURCES - up to 10 days

BOOKS, KITS, ETC - Three (3) to six (6) weeks – depending on borrower and/or loan category.

Loan periods are calculated on how long you need the resource, what type it is and whether there are any existing advance reservations on the item. Term loans are possible for teachers.

**RENEWALS & RESERVATIONS:**

Renewals/ extensions of loans may be requested in person, by phone or email, PRIOR to Date Due. Renewals are generally given unless there is a reservation on the item.

Reservations for media resources will be accepted up to ONE YEAR in advance.

**HOW DO I RECEIVE/RETURN RESOURCES?**

* Clients WITHIN THE BATHURST AREA are expected to arrange collection and return of resources either directly from/to the Centre or via the Catholic Chancery Building (Cnr. of George St. & Keppel Streets, Bathurst – entry via Keppel Street).
* Resources are usually posted to clients/ client schools OUTSIDE THE BATHURST AREA with the Centre covering outgoing costs. Clients/client schools are expected to arrange for prompt return of resources to the Centre either in person, via post, courier, etc. AND COVER ANY ASSOCIATED COSTS.