Japanese Teaching Collection (MCJLE Collection) at Monash University Library

Where is the Japanese Teaching Collection?
It is located on the 1st floor of Matheson Library, Monash University, Clayton
Videos, DVDs, language kits are kept in the Music Multimedia Collection, Ground floor.
  *see the Campus map, and the Library floor plan

Hours of opening: Matheson Library
Academic year:  Monday to Thursday 8am-12pm midnight,
            Friday 8am-9pm,
            Sat. & Sunday 1-5pm
Vacation hours: Check the Library hours:  http://www.lib.monash.edu.au/hours/

Apply to become a member and get the MCJLE borrowers card! [It’s free!]
Teachers need to complete the application form available in MCJLE newsletter or online through http://www.arts.monash.edu.au/affiliates/mcjle/resource-collection.php
  1.  Send the application form to the MCJLE office. [or fax to 03 9905 3874]
  2.  A letter will be sent to you by the office.
  3.  Take the letter to the Loans desk at the Library.
  4.  A borrowing card valid for a calendar year will be issued.

Where to borrow?
Books at the Loans desk on the ground floor or use our self-charging machine.
Video and DVD materials are at the service point of Music Multimedia on the ground floor.

For how long and how many items can I borrow?
Number of items:  15 items (up to 8 items for audio visual materials)
Loan period:  14 days, 7 days for audio visual materials

Where to return?
Return books through a chute outside the Library entrance.
Return Video and DVD materials through the Music Multimedia chute.
You can return items to other Monash campus Libraries, and can post the items back.

Need help?
Telephone help (enquiries and telephone renewals) + 61 3 9905 5054
Walk in:  Ask at the Library Information Point
Contact librarian:  Ayako Hatta on 9902 4283;
Email: Ayako.Hatta@monash.edu
Suggesting new resources are welcome!

Enquires regarding registration and the MCJLE
Contact the director:  Anne de Kretser on 9905 2313;
Email: Anne.DeKretser@monash.edu
Administrative Officer: Hiroko Liu on 9905 9478
Email: arts-mcjle@monash.edu

Melbourne Centre for Japanese Language Education
Find where to go when in the library by using our new touch screen maps.
Japanese Teaching Collection (MCJLE Collection)  
Borrowing Card Application Form  
(Victoria only)

School: _________________________________________________________

Primary □   Secondary □

Address: _________________________________________________________

_________________________________ Post Code _______________

Tel: _________________ Fax: _________________

E-mail: _________________________________________________________

Name of teacher applying Mr/Mrs/Ms__________________________________

Name(s) of other Japanese Teaching staff

Your Levels at which Japanese is taught: PLEASE INDICATE THE NUMBER OF
STUDENTS taught at each level

<table>
<thead>
<tr>
<th>Prep</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
<th>Seven</th>
<th>Eight</th>
<th>Nine</th>
<th>Ten</th>
<th>Eleven</th>
<th>Twelve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of students studying Japanese: ________________

Estimated need to visit the Resource Centre

Weekly □   Monthly □   Fortnightly □   Other □

Please return this application from by fax or E-mail to

Melbourne Centre for Japanese Language Education

Tel: (03) 9905 2313/ (03) 9905 9478
Fax: (03) 9905 3874
E-mail: arts-mcjle@monash.edu
Japanese Teaching Collection - Postal Service for Interstate/Country/Outer Metropolitan Melbourne Teachers

Find which materials you wish to borrow from the Monash University Library Catalogue! Your selected materials within 8 items at a time (if not on loan) will be packaged and sent to your school for a three week borrowing period. The cost of postage to the school will be borne by the MCJLE, and the return post must be paid for by the borrowing school. Books, picture books, exercise books, flashcards, videos and DVDs are able to borrow. Big books and posters cannot be borrowed by postal service.

How will it work??

1. Find materials from Monash University Library online Catalogue.
2. Choose items that you wish to borrow. *Maximum 8 items*
3. Fill in the borrowing application form with item titles and call numbers.
4. Fax the borrowing application form to the MCJLE by Thursdays 6pm.
5. MCJLE will process all requests and will pick up and post the items on Mondays.
6. Borrowing period will be three weeks.
7. Teachers will post the items back to the MCJLE before the due date.
*Any items that are overdue will incur a cost which must be borne by the teacher.*
Japanese Teaching Collection (MCJLE Collection)
Postal Borrowing Service

School ______________________________________________________(Mandatory)

Primary □ Secondary □

Address ______________________________________________________(Mandatory)

____________________________________________________ Post Code________________________

Tel ______________________ (Mandatory) Fax __________________________

E-mail ________________________________________________________(Mandatory)

Name of teacher applying Mr/Mrs/Ms ________________________________(Mandatory)

<table>
<thead>
<tr>
<th>Name (Books/DVDs)</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The form to the MCJLE by Thursday 6pm**

**Post the items on Mondays**

Please return this application from by fax or E-mail to
Melbourne Centre for Japanese Language Education
Tel: (03) 9905 2313/ (03) 9905 9478
Fax: (03) 9905 3874
E-mail: arts-mcjle@monash.edu

<table>
<thead>
<tr>
<th>MCJLE Office USE only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax Received</td>
</tr>
<tr>
<td>/         /</td>
</tr>
<tr>
<td>Requested to M.L</td>
</tr>
<tr>
<td>/         /</td>
</tr>
<tr>
<td>Posted</td>
</tr>
<tr>
<td>/         /</td>
</tr>
<tr>
<td>Returned</td>
</tr>
<tr>
<td>/         /</td>
</tr>
</tbody>
</table>

Melbourne Centre for Japanese Language Education
Tips for finding Library resources

Simply visit and browse the Collection
We have big books, picture books, readers and workbooks, flashcards, storytelling kits, maps, charts, posters, electronic dictionaries, language and music CDs, Videos and DVDs etc.

Use Monash University Library “Search”
1. Go to the Library homepage http://www.lib.monash.edu/
2. Click “Sign in” on your right hand side and enter your Username and Password. Once you logged in, you will see your name appearing instead of “Guest”.
   Guest e-Shelf My Loans Sign in
3. Use “Basic search” and combine any keyword in the search box to find your search. Punctuation, case, and word order are ignored. Japanese language is also searchable.
   Example 1) You want to find resources on food, eating and cookbooks held in the MCJLE collection.
   • Type “cooking Japanese” in the search box, then select “Library collections”
   • Then refine results by clicking “Melbourne Centre for Japanese Language Education” under “Special collection” on your left hand side.

   Special collection
   Melbourne Centre for Japanese Language Education (42)
   Asian Studies Research (38)
   Rare Books (5)
   Curriculum Materials (3)

4. Use “Advanced search” if you want to limit your search or you know the exact title of the item.
   Example 2) You want to know what Japanese videos and dvds you can find from Matheson Library.
   • Type “motion pictures Japanese” and select “Audio visual” in “Material type”.

Melbourne Centre for Japanese Language Education
• Then refine results by clicking “Clayton – Matheson” under “Campus” on your left hand side.

5. The item is on loan?
   Once you see the item is on loan, place a request and be in the waiting list.
   Make sure that you have signed in (see number 2), and click “Hold” to request.

6. View your loans and requests.
   Make sure that you have signed in (see number 2), and click “My Loans”.

   Items can be renewed by clicking “Renew”, if not overdue and not required by another borrower.
7. Look for titles by call number.
   Call numbers in the Library are unique. Each title has a different call number. Every item is different but you will notice there are many items are same in the first line of the call number. Here are some important call number categories:

   306.0952  Japanese life style and culture
   371.3     Teaching activities and ideas
   398.20952 Japanese folklores
   495.611   Hiragana, Katakana, Kanji writing
   495.63    Dictionaries
   495.6824  Textbooks, exercise books (writing, reading)
   495.6834  Textbooks, exercise books (listening, speaking)
   495.686   Picture books
   495.6862  Intermediate and advanced readings
   641.5952  Cookery
   736.982   Origami
   741.58    Manga, comics
   745.92252 Ikebana, flower arrangement

Call number prefixes
   f         folios : used for items over 30 cm in height or width.
   ef        elephant folios : used for over 40 cm in height or width.
For further information
The MCJLE welcomes queries by telephone, fax, post or e-mail.

Postal Address:
Melbourne Centre for Japanese Language Education
c/- Japanese Studies Centre
Building 54, Clayton Campus
Monash University Victoria 3800

Telephone:
Director       Anne de Kretser       03 9905 2313
Administrative Officer Hiroko Liu       03 9905 9478

Facsimile:        03 9905 3874

E-mail:
Director       anne.dekretser@monash.edu
Administrative Officer       arts-mcjle@monash.edu

Website:        http://artsonline.monash.edu.au/mcjle/

The Melbourne Centre for Japanese Language Education is funded by an endowment from the Nippon Foundation with the overall program administered by the Tokyo Foundation