



## iCentre

### Opening Hours:

**Monday – Thursday** 7:30am – 4:30pm

**Friday** 7:30am – 3:30pm

### Study Hours:

Francis and Clare School: Tuesday – Thursday, 3:15pm – 4:30pm

Elizabeth Hayes School: Monday – Thursday, 3:30pm – 5.30pm

### After hours services:

- iCentre Website:
  - Ask a Librarian
  - ClickView educational video collection
  - CiteMaker Referencing Tool
- iCentre OPAC:
  - eBooks
  - Audiobooks
  - Databases

### Borrowing procedures:

- Students may borrow for a period of two weeks
- Students are issued with Book Hire textbooks. They are responsible for keeping them in good condition throughout the year. Students are also able to access their textbooks via the online platform.

### Referencing Basics:

Source Type	Reference list	In-text reference
Book	Author, A. (Date). <i>Title of the book</i> . Publisher.  Example: Jaivin, L. (2021). <i>The shortest history of China</i> . Black Inc.	(Author, Year, page) Author states... (Year, page).  Example: (Jaivin, 2021, p.34) Jaivin states ... (2021, p.34).



Journal Article	<p>Author, A./Organisation. (Date). Article title. <i>Title of journal, Volume(Issue), Page numbers.</i></p> <p>Example:</p> <p>Lambert-Pennington, K. (2007). What remains? Reconciling repatriation, Aboriginal culture, representation and the past. <i>Oceania, 77(3), 313-336.</i></p>	<p>(Author, Year, page)</p> <p>Author states... (Year, page).</p> <p>Example:</p> <p>(Lambert-Pennington, 2007, p.315)</p> <p>Lambert-Pennington states... (2007, p.315)</p>
Website	<p>Author, A./Organisation. (Date). Page title. Website Title. URL</p> <p>Example:</p> <p>The British Museum. (2021). <i>Introduction to Ancient Rome.</i> The British Museum. <a href="https://www.britishmuseum.org/exhibitions/nero-man-behind-myth/introduction-to-ancient-rome">https://www.britishmuseum.org/exhibitions/nero-man-behind-myth/introduction-to-ancient-rome</a></p>	<p>(Author, Year, para)</p> <p>Author states... (Year, para).</p> <p>Example:</p> <p>(The British Museum, 2021, para.3)</p> <p>The British Museum provides evidence of... (2021, para.3).</p>
ClickView	<p>Author, A. (Role). (Year of Production). Title. [ClickView]. Production Company.</p> <p>*(The author is the person/organisation most responsible for production)</p> <p>Example:</p> <p>Edmondson, M. (Producer). (2019). <i>What now for Catholics?</i> [ClickView]. ABC.</p>	<p>(Author, Year, timestamp)</p> <p>Author states ... (Year, timestamp).</p> <p>Example:</p> <p>(Edmondson, 2019, 12:14)</p> <p>*If citing from a particular section include the timestamp of the beginning of quote.</p>
Image in Another Source	<p>Author, A. (Year). Title of Source. Publisher.</p> <p>Example:</p>	<p>If you are discussing an image, you can use a standard in-text citation (Book author, year, page).</p>



	Dalton, T. (2018). <i>By sea &amp; stars: The story of the First Fleet</i> . Fourth Estate.	Example William Blake's illustration ..... (Dalton, 2018, p.88).
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