



THE UNIVERSITY OF
MELBOURNE

Cultural Collections Reading Room
Information Sheet No.9

Guide to the University of Melbourne Thesis Collection

Our opening hours are:
Monday to Friday:
9.30am - 5.30pm
Wednesday
9.30am - 7.30pm

Please contact us on:

Special Collections:
Tel: 8344 5380
Fax: 9347 8627
<http://www.lib.unimelb.edu.au/collections/special/>

Theses held by Special Collections

- All **Masters** and **Ph.D.** theses completed at the University of Melbourne are held in Special Collections at the Baillieu Library.
- **Honours theses** are not held in this collection. These are usually held by departmental offices or libraries and may be available for access there.

How to locate a thesis on the catalogue

University of Melbourne theses are listed in the main library catalogue and can be identified by the prefix **T** in the location entry. There are several ways to find out if a particular thesis is available:

1. Check the library computer catalogue:
 - 1.1 Search by **Author** or **Title** if you know this information.
 - 1.2 Search by **Keyword** if you are unsure of the author and title.
Remember to include the words **Thesis** and **Melbourne** in your search.
2. You can also refer to *The University of Melbourne research report* which is published annually and gives a comprehensive listing of theses passed for higher degrees and theses in progress.

How can I look at a thesis?

- Increasingly, theses are becoming freely available online: for more information see <http://www.lib.unimelb.edu.au/eprints/>.
- All requests for hard-copy theses must be made through the Cultural Collections Reading Room. Theses may not be borrowed, but can be studied in the Reading Room.
- To request a hard-copy thesis, you can:
 1. fill in a call-slip, which is available in the Reading Room;
 2. telephone Special Collections on (03) 8344 5380; or
 3. fill in the Special Collections online order form, located at <http://www.lib.unimelb.edu.au/collections/special/orderform/>
- Special Collections material, including theses, will be delivered to the Cultural Collections Reading Room at the following times:
 - 10.00am
 - 12.00pm
 - 2.00pm
 - 4.00pm
 - 6.00pm (Wednesdays only)
- Requests for material will be accepted up to thirty minutes prior to delivery time.

Cultural Collections Reading Room
Information Sheet No.9

- The Baillieu Library holds only the current ten years of theses. Older theses are held in offsite storage and will take three to four working days to be retrieved.
- Theses with the prefix **CXT** are on **restricted access** due to the private or controversial nature of their content. These theses cannot be accessed until the restriction is lifted (usually twelve months).
- You will be asked to surrender some form of ID while you are using a thesis, and you must also sign the usage form on the inside of the front cover each time you consult a thesis.
- All information used or quoted from a University of Melbourne thesis must be fully acknowledged in any written work.

Can I copy a thesis?

Theses held in Special Collections can be photocopied for you either in part or as a whole. All copying orders must be prepaid.

Cost for copying:

- **Part Thesis:** 50 cents per page plus \$1.00 handling fee plus GST. Most orders take 2-3 days to complete. Copies can be collected from the Loans Desk, ground floor, Baillieu Library when completed. Postage can be arranged on request: postage is extra and must be prepaid.
- **Whole Thesis:** For current information and price lists please refer to <http://www.lib.unimelb.edu.au/collections/special/collections/umtheses/> .
Please note: whole thesis orders take 4-6 weeks to complete. For urgent orders a \$15.00 urgent fee applies.