

Bookshop

The Bookshop is located on the Ground Floor between the Chapel and the main Reception area, and stocks new and used textbooks, course readings, reference titles, general fiction and non-fiction, a full range of stationery supplies, calculators, art materials, gift items, movie tickets, phonocards, newspapers and magazines, computers, software, medical equipment and postage stamps, and offers photo processing.

CITSU Bookshop is an ETSS-registered Bookseller and offers a 10% discount on most new textbooks.

Bookshop Trading Hours:

Teaching Weeks:

Monday – Thursday : 8.30am to 5.00pm
Friday : 8.30am to 4.00pm

Non-Teaching Weeks:

Monday – Thursday : 9.00am to 4.00pm
Friday : 9.00am to 3.00pm

For the first couple of weeks in each semester the bookshop will remain open later; please check hours on the door.

Contact: Kim Cricket

Phone: 9495 6331 Fax: 9495 6387

E-mail: ACUorders@citsu.bookshop.com.au

Café No. 115/Cafeteria

These facilities are provided for your convenience – any suggestions for enhanced services should be given to Campus Operations – give us a call on ext. **3342** with your ideas. *Remember, no food or drinks in lecture rooms, computer rooms, lecture theatres – any teaching spaces.*

Trading Hours : Cafeteria

During Semester

Monday – Friday: 8.00 am – 3.30 pm

Not open weekends

Inter-semester

Monday – Friday: closed

Not open weekends

Trading Hours : Café No. 115

During Semester

Monday – Thursday: 8:00am – 8:00pm

Friday: 8:00am – 5:00pm

Saturday/Sunday: Check signage

Inter-semester

Monday – Friday: 8:00am – 4:00pm

Time can vary - check signage.

Campus Quiet Room (non-denominational)

Situated at the rear of the Chapel, and accessible also from the passage leading to Room G-21, is a small Quiet Room. This ecumenical space is available for quiet prayer and reflection.

Chapel

The Chapel is located on the Ground Floor near the front entrance on Victoria Parade. A variety of religious services for both staff and students are held in the chapel. Mass is usually celebrated each weekday at 12 noon. A weekly list of services is posted near the entrance. Staff and students are most welcome to attend Mass and the other gatherings for public prayer and to use the Chapel for quiet prayer and reflection.

For further information or assistance, please contact the ACU Campus Ministers:

Fr Werner Utri Phone: 9953 3071

E-mail: w.utri@patrick.acu.edu.au

Di Brebner Phone: 9953 3070

E-mail: d.brebner@patrick.acu.edu.au

Mary McInerney Phone: 9953 3072

E-mail: m.mcinerney@patrick.acu.edu.au

Lockers

Lockers for short-term use are located on the Lower Ground Floor. Locker keys may be obtained from Ground Floor Reception by leaving an ID card or a deposit. Loss of keys results in a charge.

Lost Property

Any property found on the Campus should be handed to Ground Floor Reception. Staff and students are advised to be extremely careful with money and other valuables as thieves have been active on campus. Any valuables, lost or stolen, should be reported to Reception or the security officer at the earliest possible convenience. Found property will be kept at Reception until the end of each semester and at Campus Operations until the end of the current year. **Security: Dial 600 on house phones throughout the Campus.**

Notice Boards

Notice boards are located throughout the Campus. *Atrium notice boards are for approved notices only (contact Campus Operations or Reception for further information).* Details of upcoming events and general information are displayed. The notice boards in the Ground Floor foyer near the cafeteria have information on the timetable, exams and general course information as well as Occupational Health and Safety and other information from Campus Operations and Student Services. Notice boards located in each of the Schools display information relevant to specific courses, subjects and field experience. *It is important to check notice boards frequently to keep up to date with new information.*

The Chapel notice board provides information regarding Chapel services and related activities.

There is a notice board in front of the MCSA Offices (Ground Floor) that has all upcoming MCSA events and information as well as details of books for sale. There are also student notice boards in The Vault .

The **accommodation** and **employment** notice boards are located in the Student Services foyer (First Floor).

Nursing Mothers' and Parenting Room

A facility is available on the Ground Floor near Reception for nursing mothers. The rest area provides facilities for baby changing and breastfeeding. To access this room, contact Ground Floor Reception; **dial 9 on internal phones**. This facility is available through Reception between 7.30am and 5:00pm; for after hours use, contact security (**Ext. 600**) for access.

Parking

Parking is available in the Kings Car Park at the rear of the main building. The charge of a maximum of \$6.60 per day is only for staff and students **who produce their ID card**. Limited street parking is available close to the University, but these areas are heavily patrolled, so that time limit restrictions need to be observed strictly.

Private Property

Private property is not covered by the University's insurance policy. Staff and students should arrange to have their own policy to cover these items, *and take responsibility for their own property whilst on the Campus*.

Room Bookings

For room bookings, contact ext. **3342** or e-mail: helpdesk@mcauley.acu.edu.au

Smoking

Smoking is not permitted in any St Patrick’s Campus buildings or vehicles and all doorways into these buildings. Smokers should show respect for others by only smoking at a distance from all outside entrances and disposing of rubbish in the receptacles provided.

Telephones including TTY

Pay telephones are situated on the Ground Floor; one includes a TTY facility for the hearing impaired. Near the lifts on each floor there is also a house phone near the lifts on each floor that can be used to make internal phone calls, to staff, security (**600**), and First Aid (**6010**). A house phone is also located in the lobby of the Mercy and Christ Lecture Theatres.

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St Patrick's Campus
115 Victoria Parade, Fitzroy
Locked Bag 4115, Fitzroy MDC, Victoria 3065
Telephone: 03 9953 3000
Facsimile: 03 9953 3005
Website: www.acu.edu.au

Security: 0418 548 811

Campus Operations: 9953 3342
e-mail : helpdesk@mcauley.acu.edu.au

Bookshop: 9495 6331
Café No. 115: 9495 6403
Cafeteria: 9495 6423
Main Reception: 9 (internal)