

## Interloan Requests

Resources from other libraries throughout New Zealand can be requested via interloan. The Library will process all requests on your behalf, at a cost of \$5.00 per item. However, if you are enrolled with another institution for ongoing study purposes, that institution is responsible for obtaining and processing your interloan requirements.

## Ask a librarian if you need any assistance:

Vicky Church, Director of Libraries  
vchurch@laidlaw.ac.nz  
Ph 09 837 9786

Jeremy Adams, Electronic Resources Librarian  
jadams@laidlaw.ac.nz  
Ph 09 837 9724

## Recommended libraries for your research:

### Libraries with borrowing rights:

Carey Baptist College Library  
473 Great South Road, Penrose, Auckland  
Ph 09 526 0347  
[www.carey.ac.nz/library](http://www.carey.ac.nz/library)

Colin Library – Good Shepherd College  
20 Ponsonby Road, Ponsonby, Auckland  
Ph 09 361 1053  
[www.gsc.on.worldcat.org/discovery](http://www.gsc.on.worldcat.org/discovery)

### Libraries where resources are accessible onsite only:

Resource Centre – Anglican Diocese of Auckland  
St Stephen's House  
9 St Stephens Avenue, Parnell, Auckland  
Ph 09 302 7213  
[www.auckanglican.org.nz](http://www.auckanglican.org.nz)

John Kinder Theological Library  
Anglican Church in Aotearoa, New Zealand and Polynesia  
202-210 St John's Road, Meadowbank, Auckland  
Ph 09 521 2725  
[www.kinderlibrary.ac.nz](http://www.kinderlibrary.ac.nz)

University of Auckland Library – Te Tumu Herenga  
University of Auckland  
5 Alfred Street, Auckland  
Ph 09 373 7599 extn 88059  
[www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)

# 2018 Library Information

LIDLAW GRADUATE SCHOOL – AUCKLAND



# GUIDE FOR LAIDLAW GRADUATE STUDENTS – AUCKLAND



Laidlaw Graduate School students may borrow up to 30 items for 4 weeks with the option of 2 renewals. You can request and renew items online. You need to “login” to the Catalogue to use this function. See Library staff if you need to set up a password.

## Desk Copies

These can only be used in the Library and are issued for up to 2 hours. They cannot be renewed or reserved.

## Short Loan Material

These are issued for 7 days and they can be reserved. Please return your Short Loans on time as Short Loan material not returned by the due date will incur fines at a rate of \$3 per day.

## Recalls

We will recall an item when it has been requested by another borrower or by the Library. If the book is not returned within 3 days after a recall notice is issued, fines will be charged at a rate of \$3 per day.

## Library Homepage

[www.laidlaw.ac.nz/library](http://www.laidlaw.ac.nz/library)

This is the “one stop shop” for accessing resources and services relating to the Library. You will find:

- Online Full-text Databases
- Learning Support Tools
- New Zealand Libraries’ Catalogue / Index NZ
- N.Z, Maori & Pacific Resources
- E-Journals
- Thesis Research Tools

## Photocopying and Printing

To print from the Information Commons computers, select to print your document as from any other computer.

At this point a “PaperCut” login box will be displayed.

You are required to enter your Student ID number and password, which is your birthdate backwards (e.g. 21 April 1990 would be 19900421).

Please note that photocopying is 10c per sheet for black and white and 50c per sheet for colour. You can top up your card at reception. There is a minimum of \$5 for cash top-ups and \$10 for eftpos.

## Electronic Resources

Laidlaw Library subscribes to a number of relevant indexes and online full-text journal databases. Ask a librarian if you need help with accessing research tools.

## E-Books

We have a growing E-Book collection that can be accessed via the Library Catalogue.

Simply enter the keyword “ebooks” into the basic search box and this will list all available titles. You can then display the full record by clicking the title, and from there you can click the URL to open the E-Book link. You will then be asked to login using your provided Username and Password to access the work, which can either be read online or downloaded (Adobe Digital Editions is required for this).

## Copyright Issues

Laidlaw College has a copyright license with Copyright Licensing Ltd. The Library adheres to our obligations relating to the Copyright Act and we ask that you also comply. We suggest you familiarise yourself with the copyright notice which is displayed clearly in both photocopy rooms.