

If in doubt: ask a Librarian!

We are here to help you with any of your information or research questions. We will point you in the right direction and help you answer those tricky questions.

Library staff

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Jeremy Adams, Electronic Resources Librarian
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Library Hours

(for alumni members)

Monday to Friday 9.00 am – 5.00 pm

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2018 Library Information

ALUMNI LIBRARY MEMBERSHIP



GUIDE FOR ALUMNI – LIBRARY MEMBERSHIP



Library Homepage

www.laidlaw.ac.nz/library

This is where you access the One Stop Search, Library Catalogue, plus other Library information and resources.

Library Catalogue

The Library Catalogue can be accessed both on and off campus. The ID and password assigned to you will allow you to reserve titles, request items and renew items online. You need to log in to the Catalogue to use this function.

Electronic Resources *(available in the Library only)*

To keep you up-to-date with the latest journal articles on relevant topics, we subscribe to several online databases, including EBSCO, ProQuest, and the New Zealand Libraries Catalogue. Ask a librarian if you need help with accessing research tools.

Photocopying

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.

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.

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.

Wi-fi

Free Wi-fi internet access is available in the Library. Please ask Library staff for instructions.

ANNUAL ALUMNI MEMBERSHIP FEES:

\$80 per year (first year free)

This entitles an alumni member to borrow books from the Laidlaw Library – Henderson Campus. An alumni member may borrow 6 books at any one time. The books are issued for 4 weeks and can be renewed once.

Alumni memberships are available to individuals only.

