2018 Library Information

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

Joseph McKone, Library/Information Officer
Rowena Stevenson, Library/Student Support Tutor

Library Hours

Monday to Friday 9.00 am — 5.00 pm

Saturday mornings 10.00 am – 12.00 pm

Laidlaw College students only: Monday to Thursday evenings (this may vary during the semester breaks)

3 Saturday afternoons prior to examinations

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GUIDE FOR BORROWERS

Library Homepage

www.laidlaw.ac.nz/library

The Library homepage is the gateway to information and resources for your study and research. You can access **One Stop Search**, the **Library Catalogue** and other databases via the homepage.

To keep track of your loans and request items online, log in to the Library Catalogue. Your **login** is your Student ID number and your **password** is your birthdate backwards (e.g. 21 April 1990 would be 19900421).

Books

Books in the Main Collection are issued for 4 weeks at a time and can be renewed once.

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.

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 can be issued for 7 days, and are able to be reserved.

DVDs

DVDs are free to borrow and are loaned for a period of 3 days.

Wi-fi

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

Copyright Issues

Please make sure you comply with the Copyright Act. We suggest you familiarise yourself with the copyright notice that is displayed on the wall above the photocopier.

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

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.

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