

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

Vicky Church, Director of Libraries
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Jeremy Adams, Electronic Resources Librarian
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Library Hours

(for subscription members)

Monday to Friday 9.00 am – 5.00 pm



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2018 Library Information

SUBSCRIPTION LIBRARY MEMBERSHIP



GUIDE FOR SUBSCRIPTION MEMBERS



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.

Databases

From within the Library there is a range of online full-text journal databases which are accessible to you. **Note:** *Our licences do not give access to the databases off-site.*

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.

E-Journals

Check the Library homepage for a listing of E-Journals to which we are regularly adding new titles.

Photocopying

Photocopying is charged 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.

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 SUBSCRIPTION MEMBERSHIP FEES:

\$160 per year or \$80 for six months

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

Subscription memberships are available to individuals only.

