

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.

Contact the Library

Phone: 09 837 9724 | 09 836 7800

Email: circulation@laidlaw.ac.nz

Library Hours

Monday to Thursday 8.00 am – 8.00 pm

Friday 8.00 am – 5.00 pm

Don't forget we are open 24/7 online!

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2018 Library Information



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.

Desk Copies

Desk Copies are located at the Student Helpdesk. These can be used in the Library for up to 2 hours.

Short Loans

Short Loans can be issued one per person for 7 days at a time and must be returned on time to ensure all students can get access to the resources they need.

Recalls

We will recall an item if it has been requested by another borrower or is needed by the library. Recalled books must be returned within 3 days.

Study Space

Please take advantage of the quiet study spaces on the mezzanine floor and throughout the Library. There are also group study rooms which you can book at the front desk.

Wi-fi

Free Wi-fi internet access is available in the Library. Please ask for connection instructions at the front desk.

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.

E-Journals

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

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 on the Library Catalogue 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 log in 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).

Information Commons (IC)

There are computers in the Library available for you to write your assignments or to conduct research from the databases.

Please ask a Librarian if you have any questions relating to the Information Commons in the Library.

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 that is displayed clearly in both photocopy rooms.