

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.

Contact the Library

Phone: 09 837 9724

Email: circulation@laidlaw.ac.nz

Henderson Campus 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

DISTANCE LEARNING STUDENTS



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 (see postal service information).

Desk Copies

As Desk Copies can only be used in the Library, we are unable to post these out to you. However, you can request a chapter of a book to be scanned and emailed to you.

Short Loans

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

Postal Service

The Library operates a courier service for Distance Learning Students. This service is included in your fees, so there is no extra charge. We include a return courier bag when we send your requested books to you.

You can request up to 6 books on any one day, and you can borrow up to a maximum of 12.

To request books online, log into the Library Catalogue. Once you are logged in, search for the book you are interested in and click the tick box on the left, then select the Distance/Manukau request button, which will email your request directly to the library.

Please take note of the branch and collection when requesting books. All of the Main and Short Loan books from the Henderson branch are available to you, but books for Christchurch or Manukau cannot be sent. If there is a Reference or Desk Copy item that you would like, please email us with the chapter or section you require and we will email it to you.

If you have any questions about our service, please contact us.

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.

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-Books

We have a growing ebook collection that can be accessed via the library catalogue by entering the keyword “ebooks” into the basic search box within the Library Catalogue. This will list all available titles. You can then display the full record by clicking the title you want, then clicking the URL from the record to open the ebook link.

You will then be asked to log in using your provided username and password to access the book which can either be read online or downloaded (Adobe Digital Editions is required for this).

Please ask the library staff if you need any help accessing ebooks. We can provide a detailed document with step by step instructions.