

Photocopying and Printing

In order to print from the IC computers you need to select the document you want to print and press print as normal. At the copier you will need to swipe your ID card to release the print job. You will also need to swipe your ID card when photocopying.

Please note that photocopying is 10c per sheet for black and white, and 50c per sheet for colour. There is a coin machine on the ground floor of the Library which allows you to top up your card. If you are wishing to use eftpos, you can top up your card at reception.

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

Jeremy Adams, Electronic Resources Librarian

Caroline Boggs, Information Services Librarian

Heather Philp, Assistant Librarian

Library Hours

Monday to Thursday 8.00am – 8.00pm

Friday 8.00am – 5.00pm

Saturday 10.00am – 2.00pm

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

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GUIDE FOR BORROWERS



Library Homepage

www.laidlaw.ac.nz/library

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

You can request and also items online. You need to login to the Catalogue to use this function. 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 General Collection are issued for 4 weeks at a time and can be renewed once.

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 are issued for 7 days and they can be reserved. **Overdue Short Loan material** that is not returned by the due date will incur a \$5.00 charge.

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, a \$5.00 charge will be incurred.

Live Chat



Live Chat is a fantastic resource where you get instant answers to your questions. Live Chat is located on the Library homepage - check it out today.

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 such as EBSCO, ProQuest, Epic (including Gale) 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 One Stop Search.

Simply enter the keyword "ebooks" into the basic search box on the One Stop Search screen 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.

To access the Information Commons computers you will need to login by entering in your Student ID number and your password, which is your birthdate backwards (e.g. 21 April 1990 would be 19900421). 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 which is displayed clearly in both photocopy rooms.

love to know