

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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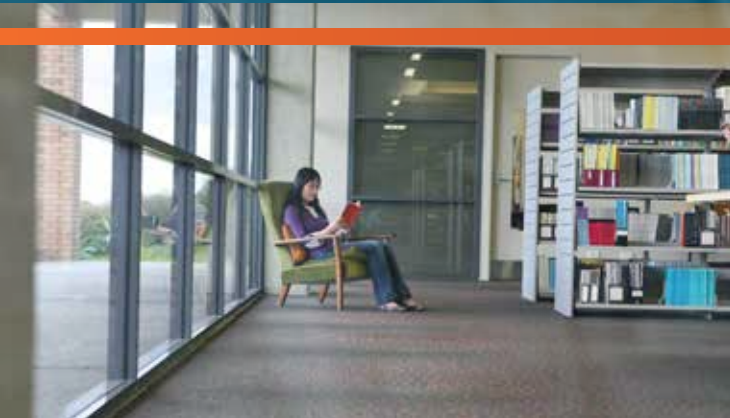
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2015 Library Information GUIDE FOR DISTANCE LEARNING STUDENTS



GUIDE FOR DISTANCE LEARNING STUDENTS



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 renew items online. You need to log in to the Catalogue to use this function. Your **username** 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 6 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 for a chapter of a book to be scanned and emailed to you.

Short Loan Material

These are issued for 10 days and they can be reserved. **Overdue Short Loan material** that is not returned by the due date will incur a \$5.00 charge.

Postal Service

The Library operates a postal service for Distance Learning students. This service is included in your fees with CTL, so there is no extra charge. We courier the books that you request with a return courier bag inside. You can request up to 6 books on any one day, and you can have a total of 12 books out at any time.

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

Please take note of the branch and collection when requesting books. All of the General & Short Loan books from the Henderson branch are available to you, but books from the Christchurch branch cannot be posted. If there is a Reference or Desk copy item that you would like, please email us with the chapter or section you would like us to scan and email to you.

If you have any questions about the Library postal 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, 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.

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 login using your provided username and password. Your username is your Student ID number and your password is your birthdate backwards (e.g. 21 April 1990 would be 19900421). Once you are logged in, the book can either be read online or downloaded (Adobe Digital Editions is required for downloading the item).

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