

Interloan Requests

The Library will process 10 curriculum related requests on your behalf. If you are enrolled with another institution for ongoing study purposes, that institution is responsible for obtaining and processing your Interloan requirements.

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.

Ask a Librarian

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 – extn 886

Jeremy Adams, Electronic Resources Librarian – extn 854

Caroline Boggs, Information Services Librarian – extn 822

Heather Philp, Assistant Librarian – extn 845

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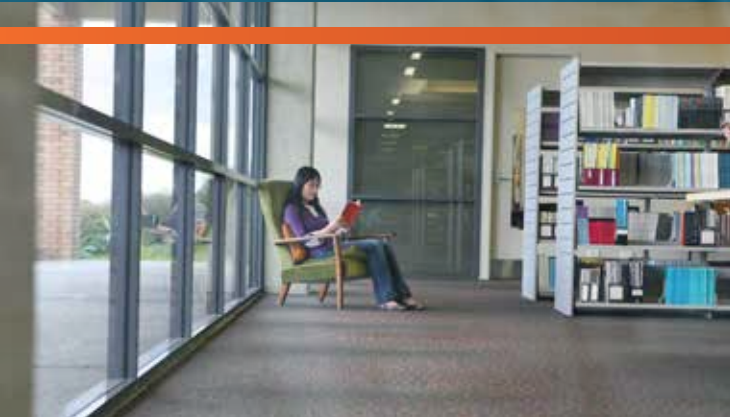
80 Central Park Drive, Henderson,
Private Bag 93104, Henderson,
Auckland 0650, New Zealand

2015 Library Information

FOR ACADEMIC STAFF



Tel 09 837 9724 / 09 836 7800



GUIDE FOR ACADEMIC STAFF



Academic staff have unlimited borrowing rights.

Undergraduates may borrow 12 items for 4 weeks + 1 renewal.

Postgraduates may borrow up to 30 items for 4 weeks with the option of 2 renewals.

Library Homepage

www.laidlaw.ac.nz/library

This is the “one stop shop” for accessing resources and services relating to the Library.

You can request and renew items online. You need to log in to the Catalogue to use this function. See Library staff to set up a password.

Recalls

We will recall an item when it has been requested by another borrower or by the Library.

Research Spaces

Staff are welcome to use the study desks in the Library, when they feel like escaping from their offices!

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).

Databases

EBSCO: In the EBSCO suite of databases, there is the ATLA Religion Database and the Religion and Philosophy Collection, which are the main theological databases. We also have education databases: Education Research Complete and Teacher Reference Centre. For counselling, there is SocINDEX, which is a comprehensive sociology research database. In addition, we subscribe to the multi-disciplinary database, Academic Search Premier.

PROQUEST: We subscribe to ProQuest Religion.

Ask a librarian if you need any help with accessing research tools.

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.

DESK COPY & SHORT LOAN COLLECTION:

We require Academic staff to provide a list of items which need to be placed on Desk Copy and Short Loan for the courses they are teaching. These lists need to be received by the Library at least 2 months before the commencement of the course. This is to allow time for new items to be ordered. Academic staff are welcome to place “personal copies” in either of the collections for student use.

Desk Copies can only be used in the Library and are issued for up to 2 hours. They cannot be renewed or reserved.

Short Loan Material can be issued for 7 days, plus they can be reserved.



love to know