

## 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  
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Ph 09 837 9786

**Jeremy Adams**, Electronic Resources Librarian  
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Ph 09 837 9724

## Library Hours

*(for Alumni Members)*

**Monday to Friday** 9.00am – 5.00pm

0800 999 777 | [www.laidlaw.ac.nz](http://www.laidlaw.ac.nz)

### HENDERSON CAMPUS

**T** +64 9 836 7800  
**F** +64 9 836 7801  
**E** henderson@laidlaw.ac.nz  
80 Central Park Drive, Henderson,  
Private Bag 93104, Henderson,  
Auckland 0650, New Zealand

### CHRISTCHURCH CAMPUS

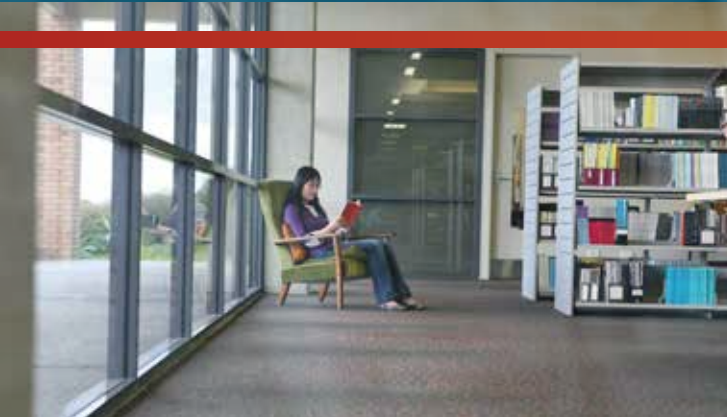
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70 Condell Avenue, Papanui  
Christchurch 8053, New Zealand

# 2015 Library Information

FOR ALUMNI LIBRARY MEMBERSHIP



Tel 09 837 9724 / 09 836 7800



## GUIDE FOR ALUMNI – LIBRARY MEMBERSHIP



### Library Homepage

[www.laidlaw.ac.nz/library](http://www.laidlaw.ac.nz/library)

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

### Library Catalogue

The Library Catalogue can be accessed both on and off campus. The ID and password assigned to you will allow you to reserve titles, request items and renew items online. You need to log in to the Catalogue to use this function.

### E-Books

We have a growing E-Book collection that can be accessed from the One Stop Search.

Simply enter the keyword “ebooks” from 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).

### E-Journals

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

### Photocopying and Printing

In order to print from the IC computers you need to select the document you want to print and press print. 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, 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 wish to use eftpos, you can top up your card at reception.

### Recalls

We will recall an item when it has been requested by another borrower, or by the Library. Any recalled item needs to be returned within 3 days of the recall notice being issued.

### Fines

There are fines when a recalled item or a Short Loan book is returned late. The fine is \$5.00. Please return books on time as an act of goodwill to other users.

### 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.

### Wi-fi

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

### ANNUAL SUBSCRIPTION MEMBERSHIP FEES:

#### \$80 per year

This entitles an Alumni member to borrow books from the Laidlaw Library – Henderson Campus. An Alumni member may borrow 6 books at any one time. The books are issued for 4 weeks and can be renewed once.

**Alumni memberships are available to individuals only.**



*love to know*