

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

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Library Hours

(for Subscription Members)

Monday to Friday 9.00am – 5.00pm

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2015 Library Information GUIDE FOR SUBSCRIPTION MEMBERS



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GUIDE FOR SUBSCRIPTION MEMBERS



Library Homepage

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.

Databases

From within the Library there is a range of online full-text journal databases which are accessible to you. **Note: Our licences do not give access to the databases off-site.**

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.

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.

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:

\$160 per year or \$80 for six months

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

Subscription memberships are available to individuals only.



love to know