



Swipe cards for the Postgraduate Study Rooms in the AUT Library

All postgraduate students enrolled at AUT University are able to use the Postgraduate Study Rooms in the City Campus and North Shore Campus Libraries. Each student requiring access to these rooms must apply for and obtain a swipe card for their personal use. At present if you wish to have access to both rooms you need to apply for separate cards for each campus.

- Complete a *Key/Access Card Issue Form*. These forms can be obtained from the AUT Security Offices:
 - City Campus, Level 2, WA building
 - North Shore Campus, AT101or from the AUT Library Help Desks:
 - City Campus Library, Level 4
 - North Shore Campus Library, Level 1
- Present your completed application form(s) at the Security Office on the campus on which you study. A swipe card will be issued to you once your enrolment status has been checked. Cards can be issued Monday to Friday, 8.30am to 4pm.
- To obtain a card for both Postgraduate Study Rooms you must complete two application forms. You may hand in both forms at the Security Office on your campus and collect both cards from there.
- If you have any problems with your swipe card, contact AUT University Security on (09) 921 9997.
- Please note:
 - (i) The swipe card is for your own use only. Please do not allow other students who do not have a swipe card to access the Postgraduate Study Rooms.
 - (ii) A replacement fee of \$50 is charged for a lost card.
 - (iii) Once you have completed your studies or are no longer a current AUT student, you are required to return your swipe card to AUT Security.