



Getting the best out of the Library: tips for new postgraduate students

- The AUT University Library can help you save time and minimise stress if you learn to use our services and resources efficiently and effectively.
- **Plan ahead** when seeking information resources for coursework. Don't leave your literature searching and book requests to the last minute. We can often help you find alternatives when the book or journal you want is not available but we cannot perform magic – well, not usually...
- Bookmark the **Library website** www.aut.ac.nz/library and spend some time exploring it. Some of the most useful headings to click on the website are:
 - [Explore your Subject](#) – to help you find information resources in your subject area
 - [Research](#) – detailed information for researchers and postgraduates
 - [Workshops & Tutorials](#) – schedule of Library workshops and links to the bookings
 - [Interlibrary Loan & Document Supply](#) – request a book or article not held in our Library
 - [EndNote](#) – information about this popular software used for managing references
 - [Referencing](#) – includes a comprehensive guide to APA 6th, with examples
- Try searching **Summon** (from Library homepage) – the Library's 'discovery' tool that finds books, e-books, journal articles and more in a single search. Results can be downloaded easily to EndNote.
- Know how to get help from the Library:
 - Visit the [Library Help Desks](#) at any of our campuses
 - Get to know the [Liaison Librarian](#) for your subject and make an appointment for a one-to-one consultation with him/her for help in locating appropriate information resources. They also answer phone and email enquiries.
 - Doctoral and MPhil students may book a consultation with the **Research Support Coordinator**, Robyn Ramage: robyn.ramage@aut.ac.nz or phone 09 921 9999 ext 8519.
- Set up your **IT account** for printing/photocopying and for the **Internet** so that you can access electronic information resources (databases, e-journals and e-books) on or off campus. The IT Service Desk will help with usernames and passwords (drop in to an Open Access Lab on campus or phone 09 921 9888). Request help online: <https://ithelp.aut.ac.nz>
- Make sure you bring your **AUT Student ID card** with you when you visit the Library – it's your Library card for borrowing books and other materials.

- If you live more than 50km from an AUT campus, register for the **Distance Library Service**. We will courier Library books to you and can often scan chapters or journal articles from print sources and email these to you. For more information: www.aut.ac.nz/library/services/distance
- If your information seeking skills are a bit rusty or you need to explore some new techniques, come to our [Library workshops](#). There are workshops especially for postgraduate students as well as more general ones. For some courses, lecturers request a Library workshop to help students find the best information resources for their coursework. Online tutorials are available on the Library website.
- Log in to your **personal account** ('My Account') from the Library homepage or the catalogue to check the items you have on loan, to view the status of requested items and to renew loans.
- Be prepared to experiment with [databases](#) you haven't previously used – seek advice from the Library Help Desk or your Liaison Librarian if you have questions.
- Make sure you know how to search for and locate a **journal article** for which you have a citation (reference list entry) – ask us to show you how easy this is!
- Find out how to request items that are **not held** by our Library:
 - [Borrow Direct](#) – request books from Otago, Victoria and Waikato university libraries via the AUT Library catalogue
 - [Interlibrary Loans](#) – request journal articles, books, theses
 - [ULANZ](#) – walk-in access to other NZ university libraries (NOT University of Auckland)
- Learn to use [EndNote](#) (reference management software) before writing a thesis or dissertation. Practise using it to compile reference lists for your coursework. Get the software on your home PC or laptop. Be meticulous about backing up your EndNote library. Take time to understand the **APA** referencing rules. The AUT Library recommends **APA 6th** edition and we provide a detailed guide: <http://aut.ac.nz.libguides.com/APA6th>
- Get a swipe card for access to the [Postgraduate Study Rooms](#) which are open 24/7. They are located on Level 5 of the City Campus Learning Centre (WA building), Level 2 of MB building at the Manukau Campus and Level 2 of the North Shore Campus Library building. These rooms have PCs, a photocopier/printer, kitchen facilities and relaxation space. Swipe cards can be obtained from AUT Security (City – WO Building; Manukau - MB Building, North Shore - AT101). You can request access to the rooms on any campus, not just the one at which you study.
- Look on the Library website for [Scholarly Commons](#) - there you can read the full text of AUT doctoral and master's theses, dissertations and exegeses. You will deposit *your* master's or doctoral thesis, dissertation or exegesis here when you complete it!