

Course Reserve

Course Reserve is a collection of recommended course reading which is in high demand. You can search for these items on the catalogue using 'Course Reserve' and search by Paper, Number, Lecturer or Department. Items are available for two-hour loan within the Library.

e-Reserve

e-Reserve is a collection of course-related supplementary readings, excerpts from books and journals, and lecture notes in digital format. Access to e-Reserve documents is via the Voyager catalogue (and is restricted to AUT staff and students).

Borrow Direct

AUT staff and students can borrow books from other LCoNZ libraries by requesting the items via the Library Catalogue. LCoNZ libraries are:

- University of Otago
- University of Waikato
- Victoria University of Wellington.

For further information on Borrow Direct please pick up a Borrow Direct brochure from the Lending Desk or contact Document Supply on distlib@aut.ac.nz.

Library hours

Monday to Friday 8am – 10pm
Saturday & Sunday 10am – 6pm

For semester break hours and public holidays please check:
http://www.aut.ac.nz/library/about_us/opening_hours.shtml

Contact details

City Campus
Level 4 WA Building
Wellesley Street
Auckland Central

Ph 921 9999 extn 8628

North Shore Campus
AL Building
Akoranga Drive
Northcote
North Shore City

Ph 921 9999 extn 7701

Getting Started with the Library

Your Library card

Your AUT student ID card is also your library card.

Your computer password is your birth date (day and month only, e.g. 05aug).

You have two accounts linked to your student ID card. These are: an Internet account and a printing and photocopying account.

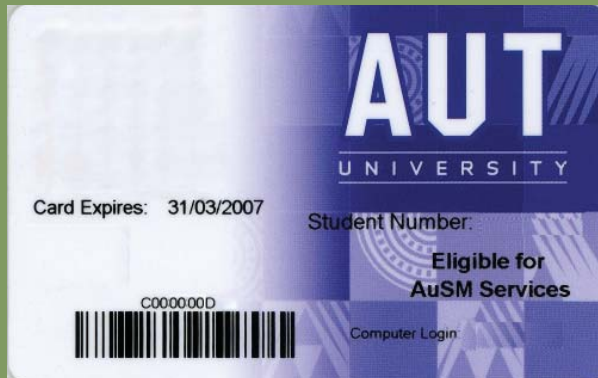
Internet account

Internet charges vary. Your account has an initial credit of \$1 and you are only charged while you connect to the Internet from inside AUT. You are charged per megabyte downloaded.

Printing and photocopying account

Printing is 8c per page.

Photocopying is 10c per A4 page.



Library correspondence

Important: All Library correspondence will be sent to your AUT email address. If you do not use this please set up mail forwarding to your preferred email address. Instructions for this are at the Lending Desk.

Borrowing and renewing

Take items which you would like to borrow to the Lending Desk along with your ID card.

To see which books you have on loan, when they are due or how to renew them go to the Library homepage, <http://www.aut.ac.nz/library>. Choose Catalogue>Login to view your personal record.

Loan periods

There is a guaranteed minimum loan period of 14 days for main collection books.

Books are subject to immediate recall once the minimum loan period has passed. Renewed books are also subject to immediate recall.

A notice is sent to your AUT email address advising you of a recall.

Fines

Please return or renew material on time. Failure to do so will result in fines being charged.

The fee is 25 cents per day, per item.

The fine for an overdue recalled item is \$3 per day.

Overdue Course Reserve items are fined at 5c per minute.

Cumulative Library fines will result in the withdrawal of borrowing privileges. Final exam results will be withheld by Academic Registry if students have any outstanding Library debts.

When renewing items online ensure that the renewal has been successful by checking the new due date. You may renew items by phone or by asking at the Lending Desk.

Recalls

If an item is on loan you may recall it by placing a request on the Voyager catalogue, or you may ask a staff member at the Lending Desk.

Inter Campus Requests

You may borrow books from either campus. If a book is available on the other campus it will be sent over to you without charge when you place an Inter Campus Request stating which campus you would like to pick it up from.

Electronic Access 24x7

Use your Internet Login and password to access the Library databases and e-journals.

To complete your student Internet registration on campus use:

<http://webadmin.aut.ac.nz/studreg>

Off campus use:

<http://distance.aut.ac.nz/studreg.cgi>