

WHAT TE WAKAHUIA/THE LIBRARY CAN DO FOR YOU



COMMUNITY POLYTECHNIC
Te Kura Matatini o Whitireia

Booking Group Meeting/Study Rooms A booking sheet is held at the Library desk.

Copyright Information We may be able to assist with your copyright questions or put you in touch with someone who can.

Displays If you would like to display student work or celebrate a special event, contact Catherine Doughty.

Distance Requests Resources can be sent to students on distance programmes. Wellington staff and students may ring or email for resources to be sent out. Contact Catherine Doughty.

E-Cast Audio Visual material can be downloaded from 30 different TV channels straight to your desktop, or used in Blackboard. Training sessions are regularly offered. Talk to Kim Baxter if you are interested.

Electronic Resources If you have any questions about e-books, e-journals, online research databases, the library website, or would like to access electronic resources from home, contact Kim Baxter.

Information Skills Sessions including using the catalogue, finding information online, using journals, referencing, and much more. Contact Catherine Doughty.

Interloans If we do not have an item we can obtain it for you from another Library within one week. Fill out a form at the desk, online, or contact Andrea Chapman.

Journals Any questions relating to print journals, contact Virginia Ramsay.

Library Committee If you would like regular input to Library operations, join our Library Committee which meets once per term.

Library Orientation For all new staff and students. We are happy to do one-to-one sessions for staff as well as for groups. Ext. 3105 to make a booking.

Literature Searches A staff member will sit down with you to help find the information that you need.

New Resources Fill out a form at the desk or email Heather Bradley if there are new resources that you would like purchased for the Library. We can also send out publishers' catalogues.

Previous Exams Either in paper format or online, we can make them available to students if you provide them.

Programme Reviews Contact Heather Bradley if you would like a Library Resource Statement, a display of new resources, or Heather to talk to the review panel on the day.

Reading Lists Send us your reading lists and we will ensure we have copies of the books in the Library, including on Closed Reserve. We can also put them on the Library page for students to check on authors and titles.

Reservations and Renewals The Library staff can assist with this. Resources do not need to be brought to the Library for renewal.

Whitireia Research Online If you have done research and would like to raise your academic profile nationally and internationally, please see Kim Baxter and she will talk to you about putting it into our electronic repository.

Our Library/Learning centre has one of the highest usage rates of all Polytechnics, yet we know that there are more people who could be benefitting from our services. Are you one of these people?