LIBRARY GUIDE

Nau mai haere mai ki te Whare Pukapuka o Te Tai Tokerau Wānanga!
Welcome to NorthTec Library!

- Use Search Everything to find the resources you need
- Advanced research tips
- Renew your books online
- Reserve books online
- Ebooks

The Library gives you access to:

- Books, DVDs, journals— issued for 3 weeks, up to 15 items on loan at one time
- Ebooks and journal articles— read online!
- A study room you can book (Raumanga)
- Computer suite, printer/copier/scanners

Library opening hours during term time

Mon-Thurs: 8:00am—6:00pm

Fri: 8:00am—4:00pm

Sat: 10:00am—2:00pm

Want research or referencing advice? Ask us!

09 470 3790
0800 808 856 option 3
027 801 4780

northtec.ac.nz/library
library@northtec.ac.nz

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SEARCH EVERYTHING

Find books, DVDs, ebooks, and journal articles from one search!

- Go to the NorthTec Library homepage
- Use the **Everything** search tab, type in your key words, and click Search. This will bring up a range of different resources:
  - **Ebooks:** Click **Online Access** to read
  - **Books and DVDs:** Click **Retrieve Catalogue Item** to see where to find it on our shelves or to reserve it
  - **Journal articles:** Click on the **Full Text** link to read online
- Use the other three search tabs to specifically search for: books from **our shelves**, journal **articles**, or **ebooks**

Can't find what you need? We can help!

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ADVANCED RESEARCH

Dig a bit deeper with these handy research tips

Search Everything
Lots of hits? Use the limits on the left side of the screen to refine your results.

Google Scholar
Not enough hits on Search Everything? Click the Google Scholar icon to see even more results! Then click on the links to the right of the screen to read the full text articles.

My EbscoHOST
Create your own Search Everything account to save searches, save books and articles to folders, and set up email alerts. Make a search, click Sign In, then click Create New Account. TIP: EbscoHOST requires a strong password, so try adding a symbol.

Want some advice? We're here to help!

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RENEW BOOKS ONLINE

Haven't finished with your books? Renew online!

- Go to the NorthTec Library homepage, click 'Log in' to My Library Account, and enter your username and password

Username =
[your student ID number]@northtec.ac.nz
e.g. 200000096@northtec.ac.nz

Password = your date of birth like this:
2Feb1922 (unless you've changed it)

- Click on 'Current Loans'
- Click RENEW for each book you want to renew, or click RENEW ALL

You can renew a book up to 2 times.

You cannot renew journals or DVDs, sorry.

If someone else has reserved it, you will need to return it by the due date.

Can't return them by the due date? Contact us!

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RESERVE BOOKS ONLINE

If they're out, we'll hold them for you to collect. Live outside Whangarei? We'll post them to you!

- Go to the NorthTec Library homepage, click 'Log in', and enter your username and password

Username =
[your student ID number]@northtec.ac.nz
e.g. 200000096@northtec.ac.nz

Password = your date of birth like this:
2Feb1922 (unless you've changed it)

- Live outside the Whangarei District and need them posted? Check your address details under **My Library > Details**
- Use the search box to find the book/s you want to reserve, and tick the check box/s next to them
- Click RESERVE
- Click CONFIRM

Not working? We're happy to help!

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USING EBOOKS

Found an ebook? Here's how you read it!

First, click the Online Access link.

Full Download **= available for instant reading**

- Click **Read Online** to start reading!
- Click **Full Download** to download the ebook to your own device and read offline for a limited time (up to 14 days)

Request **= only available on request**

- Click **Read Online** to browse for 5 minutes
- Like what you see? Click **Request** to ask the Library for a longer loan
    - **During Library opening hours**—we will aim to email you the outcome within an hour
    - If your request is accepted, you can continue to read the ebook online, or download it for a loan of up to 14 days

Can't figure it out? Contact us!

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