

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 and DVDs online
- Reserve books and DVDs 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!
- Study rooms (Raumanga)— book online!
- Computer suite, printer/copier/scanners

Library opening hours during term time

Mon-Thurs: 8:00am—6:00pm

Fri: 8:00am—4:00pm

After some advice? We're here to help!

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. If prompted, please log in with the following:

Username = your student ID number

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

- You will now see 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.

Can't find exactly what you need?

Book a one-to-one session with a librarian via the [NorthTec Library homepage!](#)

Want research or referencing advice? Ask us!

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RENEW ONLINE

Haven't finished with your books or DVDs? 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 item you want to renew, or click RENEW ALL

You can renew each item up to 2 times.

You cannot renew journals, 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 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' 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)

- Live outside the Whangarei District and need them posted? Check your address details under **My Library > Details**
- Use the search box to find the books and/or DVDs 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.
- Click 'Read Online' to browse chapters or to search within the book.
- All ebooks are available for 5 minutes' browsing. After this time, continue reading by clicking on 'Check Out Ebook', or submit a request. *During Library opening hours, we will email you within the hour to let you know outcome of your request.*
- Found the part that interests you? Click the Chapter Download icon , select the portion you want, and choose APA as the citation style. It will download as a PDF. Easy!
- To come back to the book again, you can add it to the Bookshelf  (create your own folder), or click 'Share Link to Book'  and email the link to yourself.

Can't figure it out? Contact us!

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