

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

Monday—Thursday: 8:00am—5:00pm

Friday: 8:00am—4:00pm

After some advice? We're here to help!

09 470 3790

0800 808 856 option 3

northtec.ac.nz/library

Online chat (see website)

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.
- Found good articles? Save PDFs to your Cloud storage
- For a preview, click on 
- Click on the title for more options under Tools
- To Add to folder, Sign in to create an EBSCOhost account

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. *TIP: Set up your device to link Google Scholar to the Library's databases. See instructions under Library Services on our homepage.*

Can't find exactly what you need? — Make an appointment for a 1-1 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 as soon as we can 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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