



## Distance Student Services at Library

### Acquiring Library Resources

#### Loans Policy of Distance Students

Undergraduate students are able to borrow books for 21 days. A book may be renewed up to 3 times if no recall is made by another library user. You may request up to 20 items at one time.

Postgraduate students are able to borrow books for 28 days. A book may be renewed up to 6 times if no recall is made by another library user. You may request up to 50 items at one time.

[www.library.aut.ac.nz/i-need/about-the-library-borrowing](http://www.library.aut.ac.nz/i-need/about-the-library-borrowing)

#### How to Request Items

- Through the Library catalogue select Make a Request then select the Distance Request option
- Submit your request electronically using the Distance Library Service request form on the Library Web Page under I need an interlibrary loan
- Complete a printed request form
- Email your request to: [distlib@aut.ac.nz](mailto:distlib@aut.ac.nz)
- Fax your request (+64 9) 921 9996

Any photocopied material supplied to you by this service is in accordance with the Copyright Act 1994 and the Copyright Licensing Agreement. Books will be couriered to your address with a prepaid return bag.

Recalled items must be returned within seven days of the recall date. If you have any queries regarding recalls please contact the Document Supply team.

### Other Borrowing Options

Books and articles held by Bonus+ or ArticleReach Libraries may be requested via Library Search. This is a free service.

AUT University staff and students are eligible to borrow, in person, from any other member university under ULANZ national borrowing scheme. (All New Zealand universities are ULANZ members with the exception of the University of Auckland.)

If items are not held by AUT Library then AUT staff and students can request through the Interlibrary Loan system on the Library web page under I need an interlibrary loan.

### Information and Research Services

The Library website provides access to services and resources to help you with your studies including:

- The Library search where you locate items held by AUT Library
- Study guides and Ask a librarian option to answer your queries/research

### Online Help

The I-need section of the Library website will help you find full-text articles, course reserve resources and setting up alerts.

The Research Skills Tutorials will help you to recognize different sources of information and find the best sources for your research.

[www.library.aut.ac.nz/i-need/online-tutorials](http://www.library.aut.ac.nz/i-need/online-tutorials)

## Visiting in Person

### City Campus, North Shore Campus and South Campus Libraries

You can visit any of our three libraries, City Campus, North Shore Campus or South Campus.

The City Campus Library holds materials for the Faculties of Design & Creative Technology, Applied Humanities (except Education), Business, and for the Department of Applied Sciences.

The North Shore Campus holds the material for the Faculty of Health and Environmental Sciences and the School of Education.

The South Campus holds selected materials for the Faculties of Health and Business and the School of Education.

- City Campus  
Level 4  
WA Building  
Wellesley Street
- North Shore Campus  
AL Building  
Akoranga Drive  
North Shore
- South Campus  
MA Building  
640 Great South Road  
Manukau

Library opening hours during Semesters 1 and 2 are:

Monday to Friday 8am - 10pm, and Saturday and Sunday 10am - 6pm.

All variations to Library hours will be posted on the website.

## General Information

### Contact details for the Document Supply Team

Phone : 0508 353 942

Fax : (+64 9) 921 9996

Email : [distlib@aut.ac.nz](mailto:distlib@aut.ac.nz)

Web : [www.library.aut.ac.nz/i-am/a-distance-student](http://www.library.aut.ac.nz/i-am/a-distance-student)

Postal address:

Document Supply  
AUT University Library  
Private Bag 92 006, Auckland 1142

### Eligibility

Distance services are offered to students:

- who live more than 50 kilometres away from the nearest AUT University Campus
- with a disability
- with exceptional circumstances who are deemed eligible by the Faculty within which they are enrolled

### ID Card

To register as a distance borrower you must have a student ID card and contact the Document Supply Team.

(Contact AUT Student Hub:

0800-288-864, or email [studenthub@aut.ac.nz](mailto:studenthub@aut.ac.nz)

### Useful Web References

AUT University Library: [www.library.aut.ac.nz](http://www.library.aut.ac.nz)  
Distance Library Service Request Form:  
[www.library.aut.ac.nz/locations-and-contact/forms/distance-library-request-form](http://www.library.aut.ac.nz/locations-and-contact/forms/distance-library-request-form)

## Login & Password

Your login and password are required to access library resources such as databases, full text journals and websites (via the internet).

Your login is written on your invoice and is also on the bottom right hand corner of your student ID card.

Get your password by registering online at <https://distance.aut.ac.nz/login.cgi>

User names and passwords are case-sensitive.

For IT or password queries contact the IT Helpdesk: [ithelp@aut.ac.nz](mailto:ithelp@aut.ac.nz)

or phone: 0508 288 484

## Text alerts

Register for text alerts at:  
<http://www.library.aut.ac.nz/i-need/text-alerts>

You will be notified that the book you have on loan is recalled. We advise all distance students to register for the text alerts service.