

## WHAT THE WHITIREIA LIBRARY CAN DO FOR STAFF MEMBERS



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

**Copyright Information** Contact Catherine Doughty.

**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-TV (e-Cast)** Audio Visual material can be downloaded from 30 different TV channels straight to your desktop, or used in Moodle. Training sessions are regularly offered. Talk to Kim Baxter or Catherine Doughty if you are interested.

**Electronic Resources** If you have any questions about e-books, e-journals, online 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 Lesley Bashall.

**Journals** Any questions relating to print journals, contact Rachel Basher.

**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 and speak to Catherine Doughty.

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

**New Resources** Fill out a form at the desk and ask your programme manager to sign it if there are new resources that you would like purchased for the Library. We can also send out publishers' catalogues. Contact Heather Bradley for purchases.

**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.

**Research.** Send your research to the library and we can make it available to others online or in-print.

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

**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?**