Welcome to the University of Waikato Library

The Library offers distance and on campus students a similar service. Library help can be accessed 24/7 via our Library homepage and Virtual Reference Desk.

Locating Material

- Go to the Library website [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library) to access online and print materials via Library Search.
- Use the Library Search drop-down menu to choose more specific places to search.
- Select EJournals or Databases for quick access to known online journal titles or direct database searching.
- The Research Commons offers free access to University of Waikato research and higher degree theses.
- Reading Lists gives access to the reading lists for your courses.
- Databases hold journal articles. Many provide full-text options. See the Library Guides webpage, [video guides](#), and the Subject Portals for guides on specific databases, and see the Online Library Search guide for more searching help.

To Request Material or Help to Find Information

Students who meet the criteria for Distance Services can request Library material be posted to their home address.

- First register online by filling in the Register for Distance Services Form found at [https://www.waikato.ac.nz/library/for/distance/](https://www.waikato.ac.nz/library/for/distance/). Library staff must then approve this.
- Once approved, request items through Library Search:
  - Search for the book you want.
  - Click sign in on the yellow bar and log in.
  - Click on the book title in your results list to go to the full record.
  - Click on the request link under Get It (please note: you must be signed in to see the request link).
  - In the pop up box choose home address as your pick up location and click request.

For help in finding information or to receive scans from print books or journals, email us at library@waikato.ac.nz. Include as many details as you can, such as author, book or journal title, chapter or article title, date, etc. as well as your name, username, and relevant paper number.

Costs

- Fines – overdue recalled items cost $3.00 per day. All other overdue items are 30 cents per day. Postage times are taken into account. **If you're concerned, please phone us: +64 7 838 4051.**
- Payments – can be made in person at the library, or online following the [how to pay](#) instructions.
**Borrowing Information**

- You can borrow up to 100 items at any one time.
- Books are issued for 30 days to undergraduates and 60 days to postgraduates.
- Books can be renewed up to four times as long as no other borrower wants them.
- We cannot mail High Demand items or Reference Only material, but we can scan and email one chapter or 10% of a work, whichever is greater.
- Items can be recalled from you at any time. Recall notices go to your nominated email account with the new due date which is 7 days from the date the recall was made. Fines apply.
- Log into My Account at [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library) under Rauemi/Resources to check due dates, the progress of recalls you have made, view your loan history, and to renew material online before the due date.

**To Access Library Services via VerD**

Use VeRD (Virtual Reference Desk) to:

- Access library guides, videos, tutorials and activities, and much more.
- Get help with referencing.
- Get help finding information.

To enrol in VeRD

- Go to Moodle [elearn.waikato.ac.nz](http://elearn.waikato.ac.nz)
- Click ‘Library’ in top yellow bar.
- Click on ‘Virtual Reference Desk’.
- Click ‘add this to my Moodle paper listing’ (it’s free).
- VeRD will now show as one of your Moodle papers.

**Contact Details for Help**

Librarians are available 8.30am – 5pm Monday to Friday.

For Library opening hours see the Library [website](http://www.waikato.ac.nz/library/).

**Email**

library@waikato.ac.nz

**Librarians**

+64 7 837 9122

**Subject Librarians**

Locate the librarian specialising in your subject through the [Subject Portal](http://www.waikato.ac.nz/library/).

**Instant Messaging**

Chat with a librarian using the ‘chat bubble’ on the library website.

**Mail**

**Post**

University of Waikato

Private Bag 3105

Hamilton 3240

**Courier**

University of Waikato

Property Services Stores

Gate 3a

Silverdale Rd, Hillcrest

Hamilton 3216

**Website**


**Online consultations**

[Book a consultation](http://www.waikato.ac.nz/library/) through the Library website

We aim to action your request within one working day from the time we receive it (usually sooner). If there is any problem or delay, we will contact you. Items should arrive within 2-4 working days, depending on the mail service for your area.