Distance Students

Welcome to the University of Waikato Library

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

Locating Material

Use the links from the Library website to access online and print library material via Library Search. Use the Library Search menu to select searching EJournals or databases for quick access to known online journal titles and direct database searching, the Research Commons option to freely access University of Waikato research and higher degree theses and the Reading Lists option to access reading lists for your courses.

- Library Search gives access to physical and online library resources. See the Library Search guide and video guides at Library Guides or Library Search Tips for more help
- Databases index journal articles. Many are full-text. See the Library guides webpage, video guides and Virtual Reference Desk (VeRD) for guides on specific databases

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 by filling in the online Register for Distance Services Form found at Support for Distance Students. This must then be approved by Library staff
- 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 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

- Postage – the Library pays to send books to you; you pay return postage or courier charges
- 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
- Payments – can be made in person at the library. For online payments, contact the library and we’ll provide you details
Borrowing Information

- Up to 100 items can be on loan to you 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 can’t mail High Demand items or Reference Only material, but we can scan and email you 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 to check due dates, the progress of recalls you have made, look at 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 more
- Get help with referencing
- Ask for help to find information

To enrol in VeRD

- Go to Moodle 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

Education Help Contact Details

Distance and Subject Librarians are available 8.30am – 5pm Monday to Friday.
For Library opening hours see the website.

VeRD (via Moodle) Forums: Ask for help
Email library@waikato.ac.nz
Distance Librarian +64 7 837 9122
Subject Librarians Education: Alistair Lamb, Mel Chivers
Instant Messaging Via ‘chat to a librarian’ on the library website
Mail

Post University of Waikato
Library Private Bag 3105
HAMILTON 3240

Courier The Library
University of Waikato
21 Ruakura Road
HAMILTON 3216

Website University of Waikato Library http://www.waikato.ac.nz/library/

Online consultations Available on request

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.