

Library Information for New Staff

The Library provides a range of services for both general and academic staff at both the Hamilton and Tauranga campuses, including teaching and research support, help with Reading Lists, access to resources and more.

Location and services

- Service and help desks:
 - Central Library - Level 2 and Level 4
Te Manawa Student Centre
 - Teaching Resources Library - Division of Education
 - Tauranga Campus Library
- Library website – www.waikato.ac.nz/library
 - Access to print and electronic collections
 - Library guides and resources
 - Subject portals
 - Chat service
 - Contact details
 - Links to social media
- Library Moodle paper
 - APA Referencing FAQs
 - Finding Information FAQs
 - Library resources



Research Support



The Library offers support across the full research life cycle, including:

- Planning your research
- Finding information
- Research integrity and copyright responsibilities
- Managing your profile
- Managing information
- Publishing and sharing
- Your research impact

The Library offers research support workshops, which are available to all staff, and looks after the Research Commons, where you can access Waikato's scholarly output. Academic Liaison Librarians are available to assist in all subject areas. For more information, visit the library website or speak to a staff member.

Teaching support

The Library offers face to face or online classes, either as general tutorials for all students or specifically tailored for your class.



Research skills classes and embedded Library content

The Library can provide tailored research skills development sessions and Moodle based research skills components for papers at any level, from pre-degree through to postgraduate, including Disciplinary Foundation Papers (DFP). These can consist of whole class lectures, hands on tutorial sessions and subject specific quizzes and Library activities covering information sources, search strategies, evaluating material and using referencing styles to acknowledge sources.

Take a look at the Library Resources activities bank in Moodle or contact Information Services Manager Bryony Hawthorn bryony.hawthorn@waikato.ac.nz to find out more.

For postgraduate classes please contact your Academic Liaison Librarian.

Reading Lists and Copyright

Waikato Reading Lists provide a way to meet your copyright requirements, while also providing a consistent and up to date readings experience that is appreciated by students.

Why do I need one?

If you intend to deliver scanned or photocopied readings to students as part of your course, you are **required** to create a Waikato Reading List. This will ensure that the materials you are providing meet University copyright obligations and can be reported to Copyright Licensing New Zealand as directed under our licence agreement.

How do I do it?

The first contact in setting up your list is the Waikato Reading Lists staff at readinglists@waikato.ac.nz, who will provide all the support and knowledge you need to get started on your list. Academic Liaison Librarians are also available to assist with discipline-related enquiries. The Library also has a comprehensive [online guide](#) available to staff.

Does it take a lot of time?

Setting up your reading list for the first time does take a bit of work. Reading Lists staff are able to assist in setting up your list(s). Once the list is created it can then be copied or rolled over year to year, with minimal effort. Lists can be edited and updated at any time.

For more information see the University's [Copyright](#) page or email copyright@waikato.ac.nz

Resources

We have resources for you professionally and personally, with many collections available 24/7 online from wherever you are. Resources include:

- Course textbooks
- Journal databases
- Other material to support teaching, research or study
- Digital collections
- Access to TV programmes, movies, electronic newspapers and magazines via our database subscriptions
- Fiction
- DVDs and CDs
- Children's books
- Maps
- Archives and rare books

We showcase our collections with regular displays, including for Māori and Pacific language weeks. We encourage staff to suggest topics for display as this is a great way for students to see and borrow material which supports their studies.

Contact details

For more information on any of the information above please contact the Library or come in and see us.

Email: library@waikato.ac.nz

Phone (general enquiries): (07) 838 4051

Website: <https://www.waikato.ac.nz/library/>

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