**Te Whare Wānanga
o Awanuiārangi**

A GUIDE TO ACCESSING LIBRARY ONLINE SERVICES

INTRODUCTION

The Library & Information Services mission statement is to achieve excellence in the provision and promotion of information services to support and enrich research, education and teaching needs of Te Whare Wānanga o Awanuiārangi. Library & Information Services are responsible for providing tailored high-quality information services in a fast, efficient and cost-effective way to Te Whare Wānanga o Awanuiārangi across a variety of broad areas of knowledge and information environments encompassing the following major functions:

- **Library Management (online and physical)**
- **Records Management**
- **Archives**
- **Copyright & Educational Readers**

Te Whare Wānanga o Awanuiārangi has a main campus Library in Whakatane and a small library collection at the Tamaki campus. The Library acquires resources that support the curriculum taught at Te Whare Wānanga o Awanuiārangi with a special emphases and priority to acquire resources that pertain to the Mataatua rohe.

The Library & Information Commons, Te Kōputu Kōrero a Tā Hirini Moko Mead was opened on the 7th of December 2012 by Te Arikinui Tā Tumu Te Heuheu (Te Heuheu Tūkino VIII). The building ensures students, staff and the wider community, access to a world class Library with a range of information services and resources. The Information Commons has 40 computers available for student use, with full Internet access. You will need your login and password details to access the computers. There are 3 Study Rooms available in the Information Commons which can be used for quiet study and for group work. Two rooms have Smart TV capability, where you can watch dvds, programmes and audio-visual material related to your study. Bookings are essential and can be made from the Library Information Desk.

NGĀ UARA

Te Whare Wānanga o Awanuiārangi defines its values as:

Manaakitanga – To respect and care for our students, our manuhiri, our communities and each other

Whanaungatanga – To value all relationships and the kinship connections with our students, our communities and each other

Kaitiakitanga – To ensure the ongoing sustainability of our organisation and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whānau, hapū and marae

Pūmautanga – To commit to excellence and continuous improvement in everything we do

Tumu wahakaara – To inspire and ethically lead through example and outstanding practice

These values are embedded and woven through the activities we undertake to enrich the total study experience in the Library and Information Commons, a learning environment anchored by āhuatanga, tikanga and mātauranga Māori. This approach will provide improved access to information and increased responsiveness to staff, tauira and other key stakeholders.

LIBRARY COLLECTIONS

- DVD/CD-ROM Collection
- Periodical Collection
- Picture Book / Fiction Collection
- Photographic Collection
- Theses Collection

LIBRARY SERVICES

- Photocopying, Laminating & Binding services
- Library tutorials
- Video/DVD room
- Study rooms for individual and group study
- eTV
- Online Databases

SPECIAL COLLECTIONS

- Archives Collection
- Sir Harawira Gardiner Book Collection
- Sir Hirini Moko & Lady June Mead Collection
- Evelyn Stokes Indigenous Book Collection
- Tamaoho Waaka Vercoe Collection
- Waitangi Tribunal Reports Research Collection
- Crown Forestry Rental Trust Collection
- Māori Land Court Minute Books

OPENING HOURS

Monday - Friday: 8.30am – 5.00pm

Weekend openings are available during Noho with prior arrangement. The Library is closed on Public Holidays, Wānanga holidays and over the Christmas/New Year period.

LIBRARY MEMBERSHIP

Students who are enrolled on Te Whare Wānanga o Awanuiārangi programmes are provided with free membership to the Library, however, programme fees must be paid prior to borrowing from the collections. Student ID cards must be presented to borrow from the collections.

HOW TO ACCESS LIBRARY INFORMATION

Library information is accessible via the Wānanga homepage: www.wananga.ac.nz or direct via this link:

https://www.wananga.ac.nz/support/library/
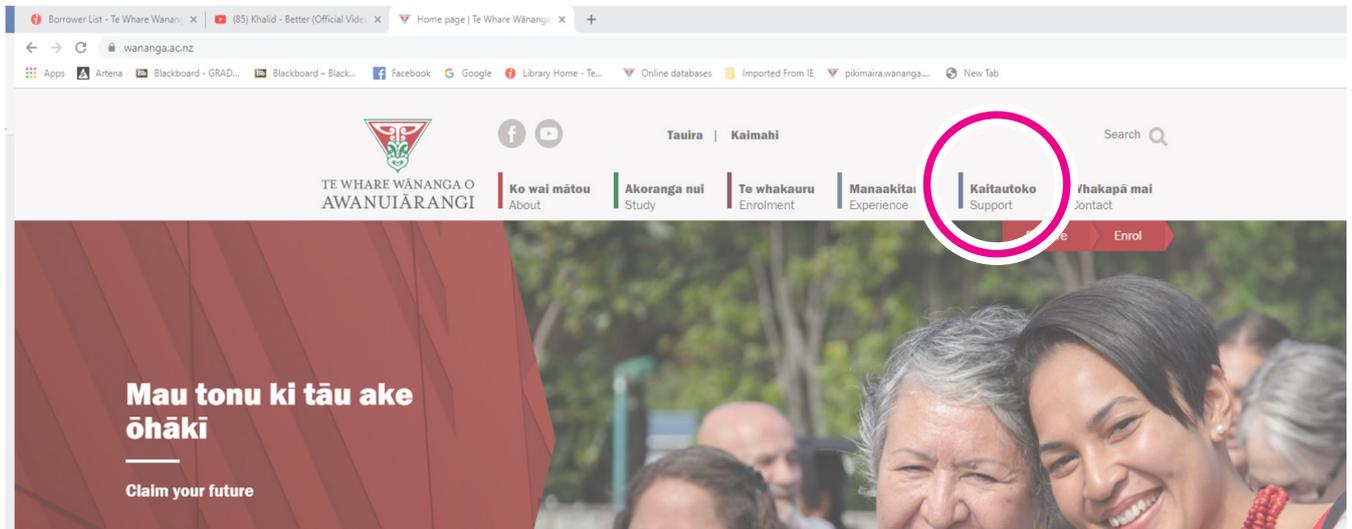
From here you can access the Library Catalogue; Online Databases; Electronic Resources; and a Copyright section providing comprehensive copyright information.
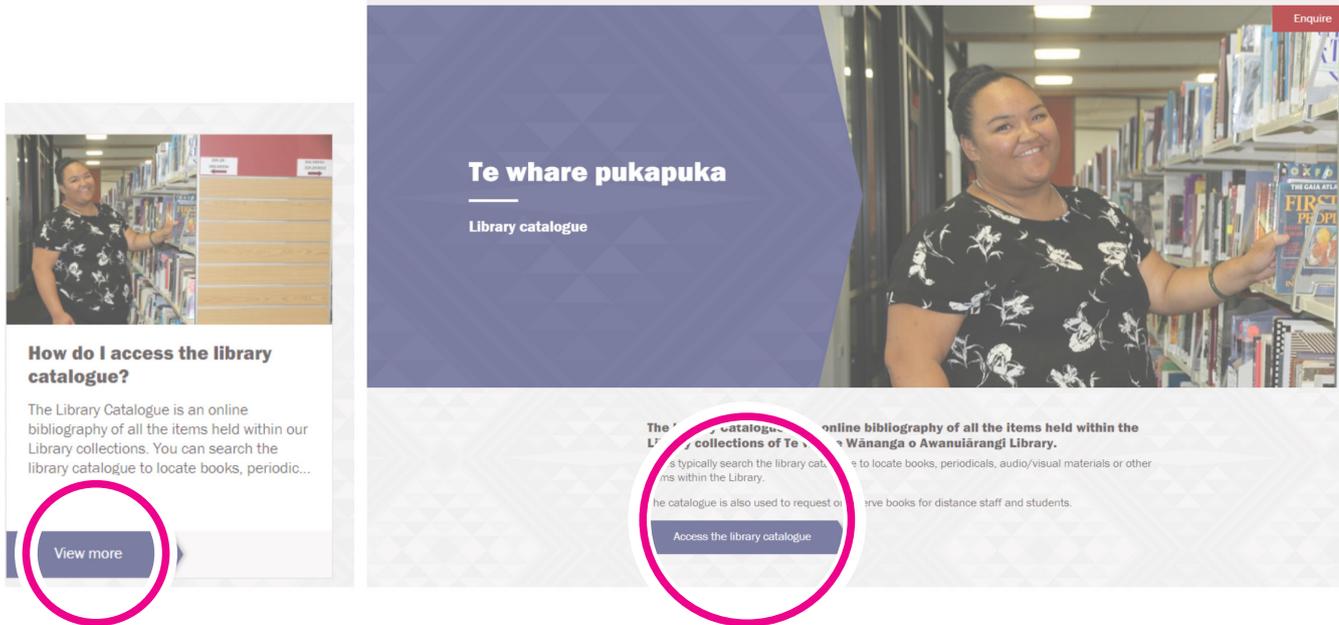

How can the library help me?

Te Kōputu Kōrero a Tā Hirini Moko Mead (library and information commons) enables students, staff and the wider community to access a world-class library with a range...

View more

How do I access the library catalogue?

The Library Catalogue is an online bibliography of all the items held within our Library collections. You can search the library catalogue to locate books, periodic...

View more

What online databases are available?

To access this area, you must be one of our students or staff members, and our license agreements require you to have a username and password. There are a vari...

View more

What electronic resources are available?

This section contains links to electronic resources that are useful for research.

View more

What do I need to know about copyright?

The information in this sector will help you understand how copyright applies to tertiary students, staff and researchers in New Zealand.

View more

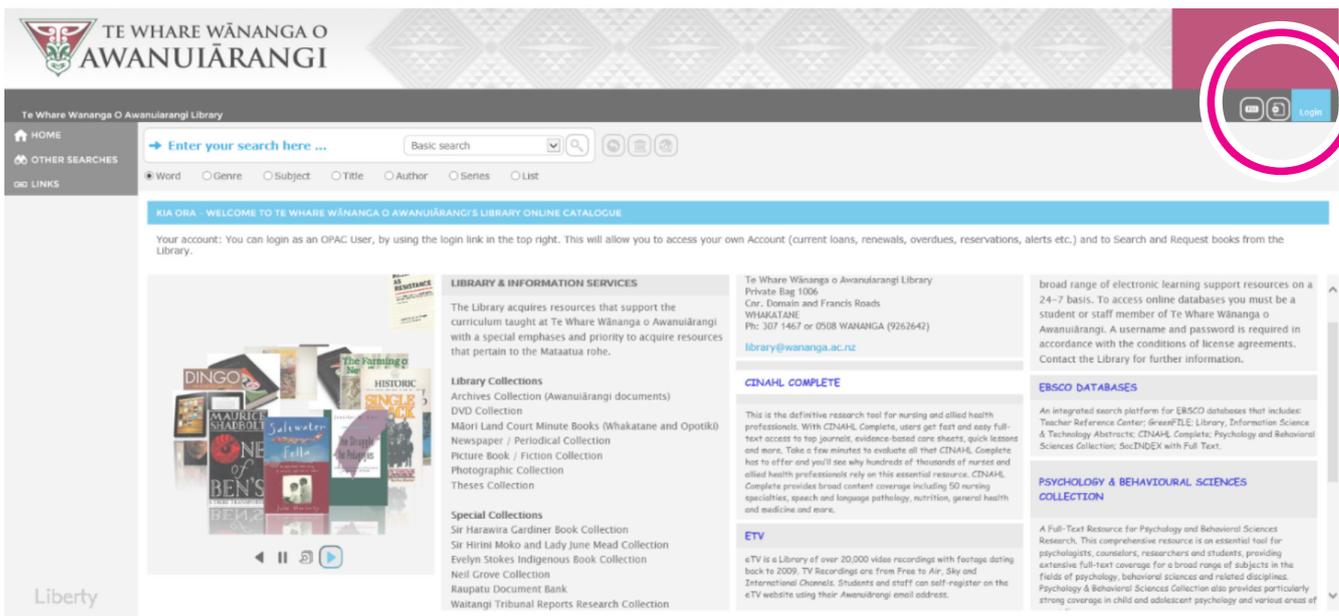# HOW TO REQUEST BOOKS ONLINE

The Library Catalogue contains bibliographic records of every item that is held in Te Whare Wānanga o Awanuiārangi Library. You must login to the Library catalogue if you would like to request books. This service is available to students studying from a distance or studying at other Awanuiārangi sites.

Logging on to the Library Catalogue to view and request books has changed. We have implemented Single Sign On (SSO) for Awanuiārangi staff and students. This means you now log in to the Library Catalogue using your student eWananga email address or your staff email address and the password associated with your email account.

Example:Username for tauira: 123456@ewananga.ac.nz
Username for staff: Joe.Blogs@wananga.ac.nz
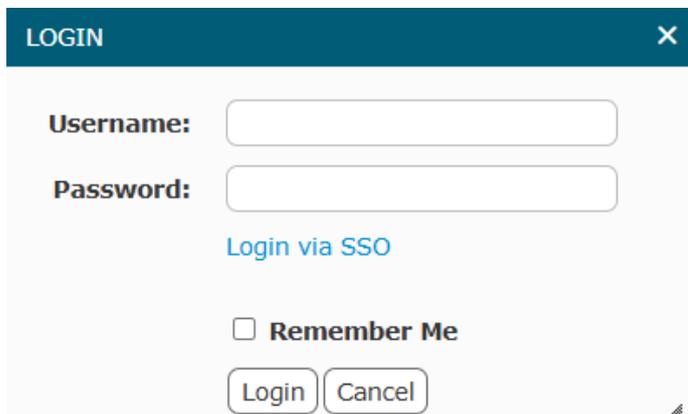
If your details don't allow you to log in please contact the Library 0508 WANANGA or email library@wananga.ac.nz

You can begin to search for information held in the Library Collections

Searching options include: Basic; Advanced; Federated or Browse
'Basic Search' is the best place to start. Search broadly first (rather than being too specific) to obtain an overview of what information is available. You can then re-do the search adding further search terms to minimise the amount of 'irrelevant' results.
An 'Advanced Search' includes guided and advanced searching facilities and allows you to limit by date or format.
A 'Federated Search' enables powerful searching across the Library's vast collections including Online Databases, bringing resources together by using one single search box.
*You must be logged in to enable the 'Federated Search' function.
'Browse Searching' enables you to browse by subject heading, author, series, corporate author or publisher.
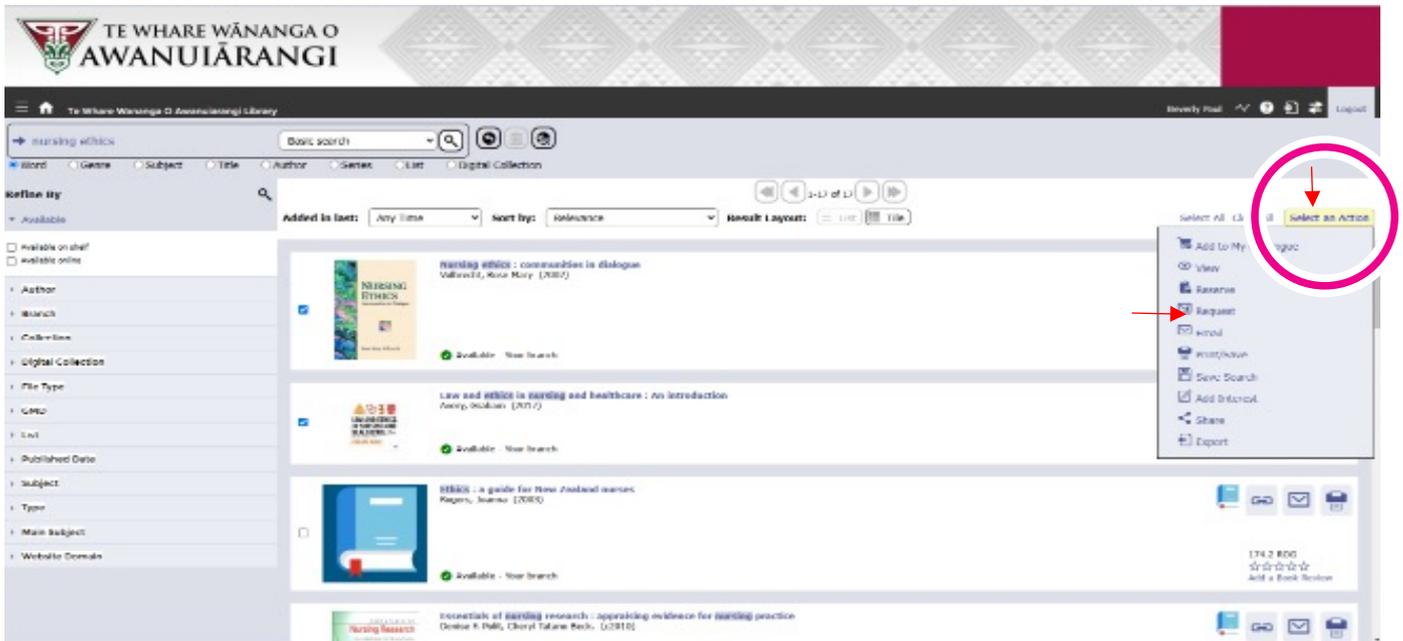Select your search option from the drop-down menu
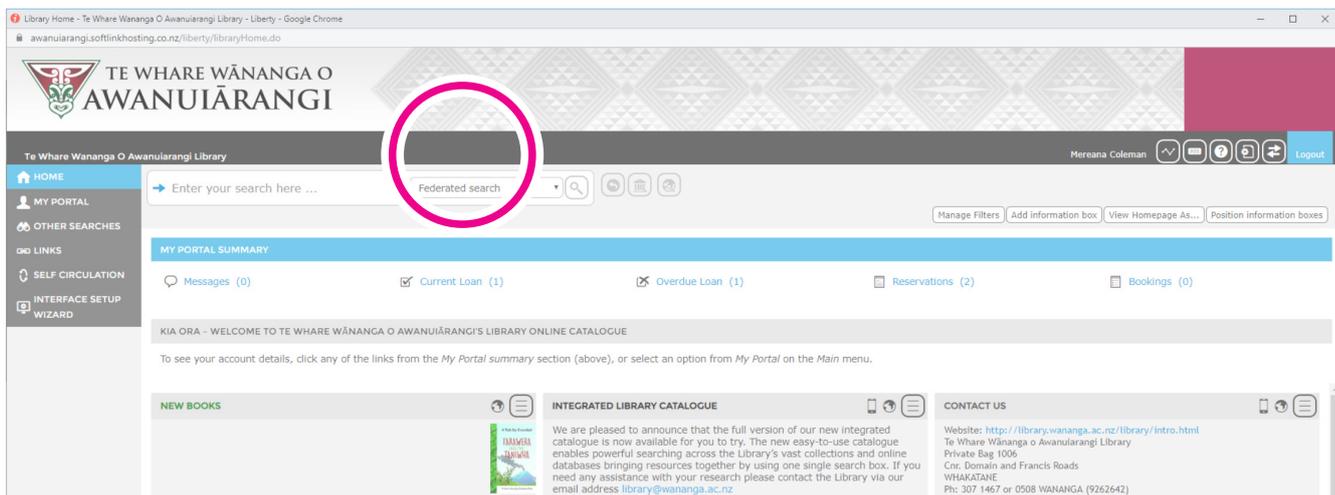
A change in our library system has, altered the way you can request books, whether you are in 'Basic Search' or 'Federated Search'
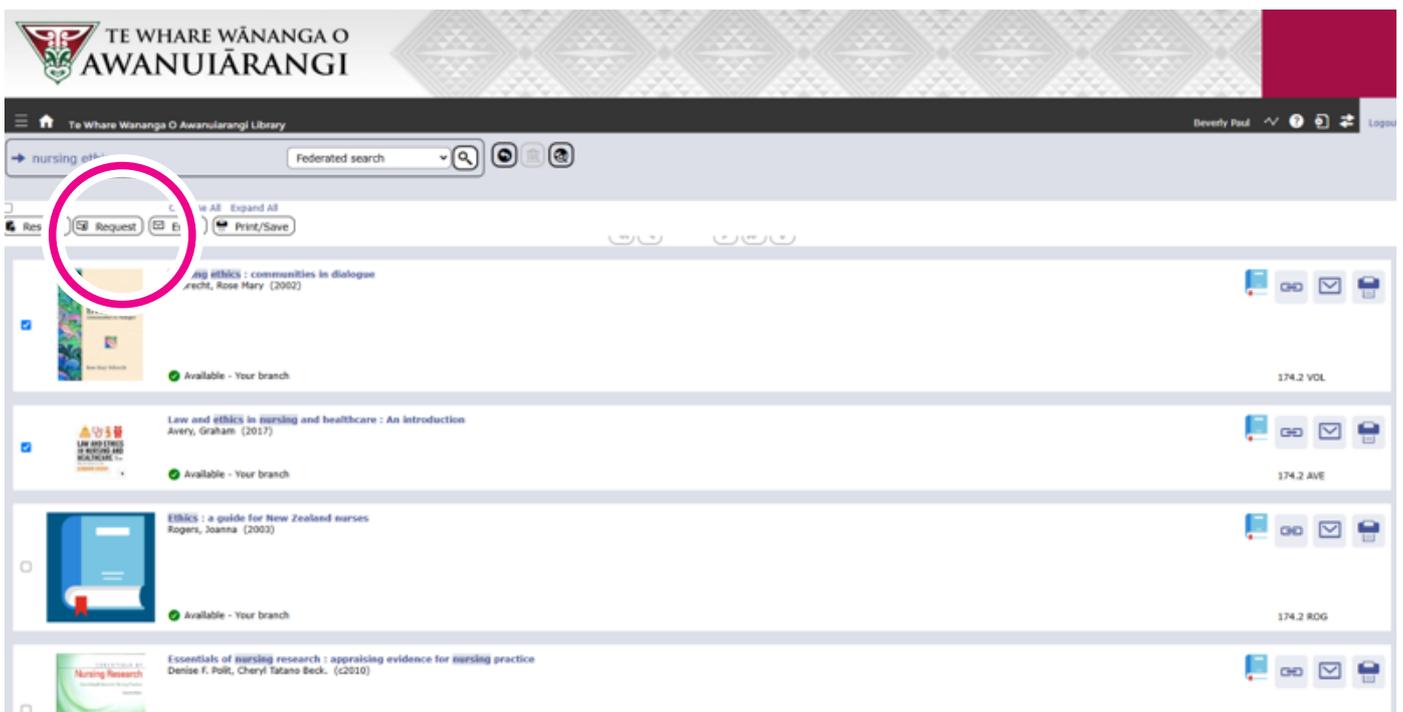
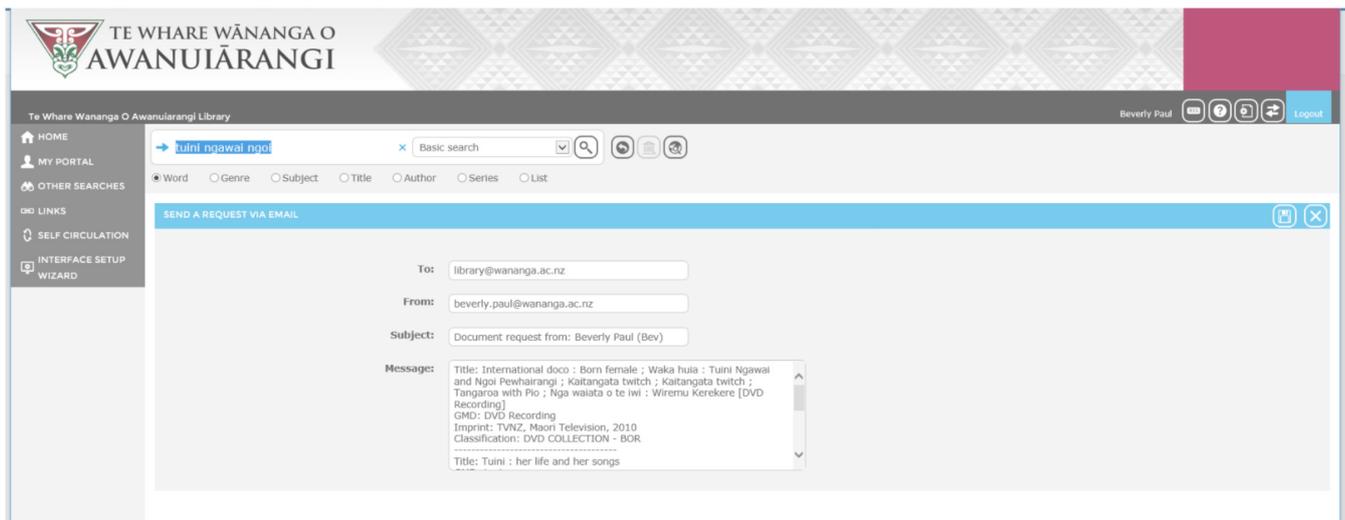CLICK IN THE BOX/BOXES NEXT TO THE TITLE/S TO REQUEST THE ITEM.

ONCE YOU HAVE SELECTED THE ITEMS YOU WISH TO REQUEST, CLICK ON THIS ICON ▶ 🔲 Request

FEDERATED SEARCH

FOLLOW THE FIRST STEP AS ABOVE THEN CLICK ON THE REQUEST ICON ▶ 🔲 Request

Koina! And that's it! Your request is emailed to the Library (Whakatane). The Library has a 48 hour turnaround in which the request is received and actioned. Items will be couried to the address as per your enrolment form. If your address details have changed please let the Library know. It is the borrowers responsibility to return items to the Library by the due date.

Process for returning books for Distance Students

A self-addressed courier bag or label is provided to Distance Students for the return of books. If you did not receive one, please ask and 1 will be sent to you. Tamaki and Whangarei will no longer be a drop off point for book returns.

Courier Bags

1. Drop package off at your local NZ Courier

2. The package can be taken to a Te Whare Wānanga o Awanuiārangi Campus (*but* must be in the courier bag provided). Ask the receptionist to arrange for the package to be picked up by the Courier.

Courier Labels (provided for books that will not fit into a courier bag)

1. Package up books in a box ensuring the packaging is robust

2. Fix the return address label to the box

3. Peel the backing sticker off the courier label and attach to box

4. Drop package off at your local NZ Courier

5. The package can be taken to a Te Whare Wānanga o Awanuiārangi Campus (but must be in the courier bag provided). Ask the receptionist to arrange for the package to be picked up by the Courier.

HOW TO RENEW BOOKS ONLINE

- You must 'Login' first with a username and password (*see page 4*)
- Click onto **Current Loans** (*to view what items you currently have on loan*)
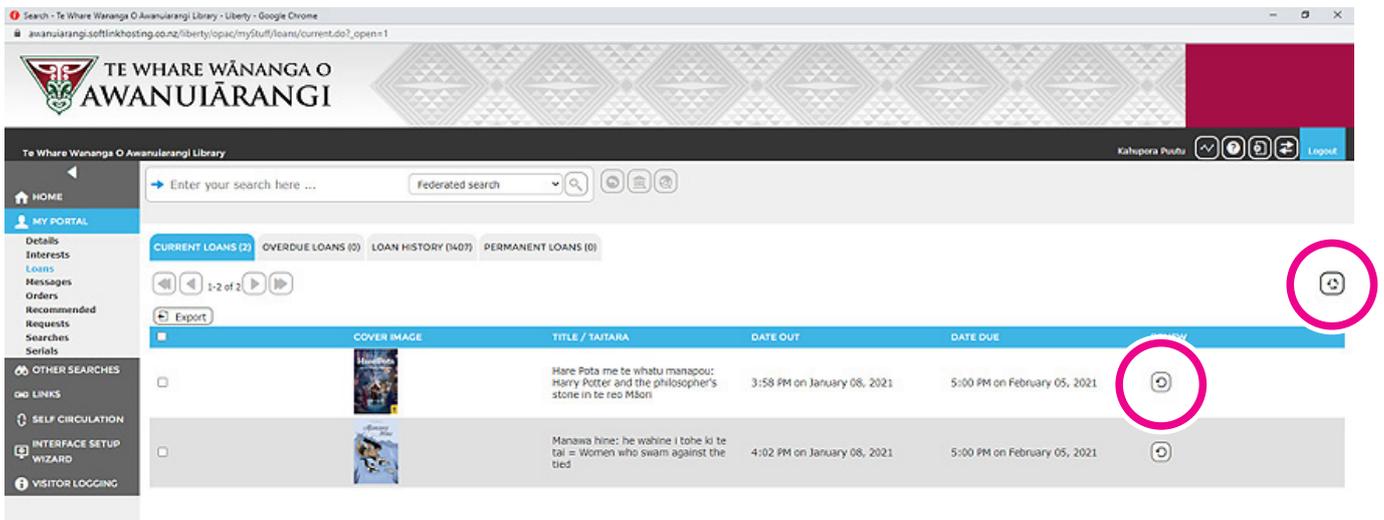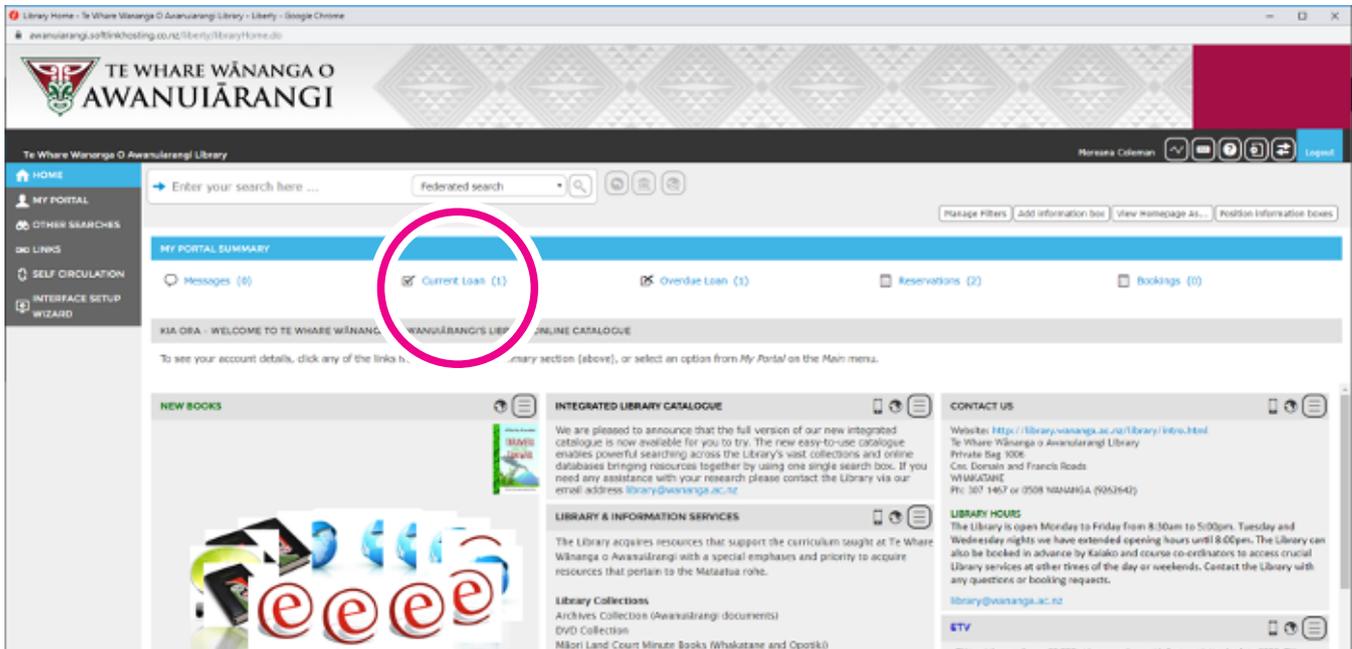
Multiple items can be renewed by using the 'Renew Overdue' or 'Renew All' buttons
Individual items can renewed by placing a 'tick' next to the item (on the left side of the screen)
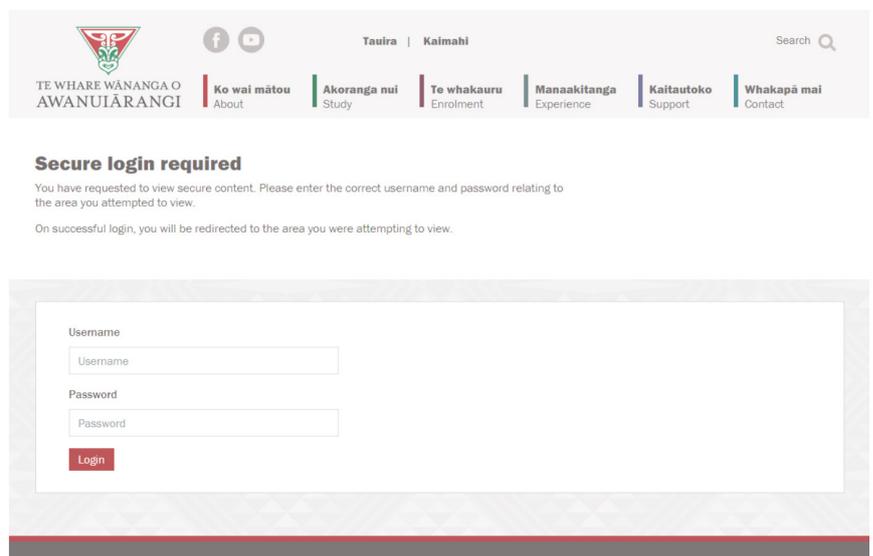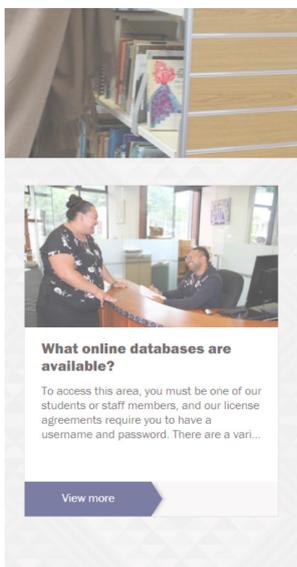
- *This function is only available if your loans are 'overdue'. If there are no overdue items, the 'Renew Overdue' button will be displayed in grey*

- *Items can be renewed twice only. After that, items must be returned to the library*

- *If another patron has 'reserved' the item you will not be able to renew that item – it must be returned to the Library*

HOW TO ACCESS ONLINE DATABASES

The library subscribes to a variety of online databases. Some contain full text publications including journal articles, books, conference proceedings or technical reports. Online databases enable students and staff access to a broad range of electronic learning support resources on a 24-7 basis. The databases may be used only for the purposes of research, teaching or private study. To access this area, you must be a student or staff member of Te Whare Wānanga o Awanuiārangi. A username and password is required in accordance with the conditions of license agreements.
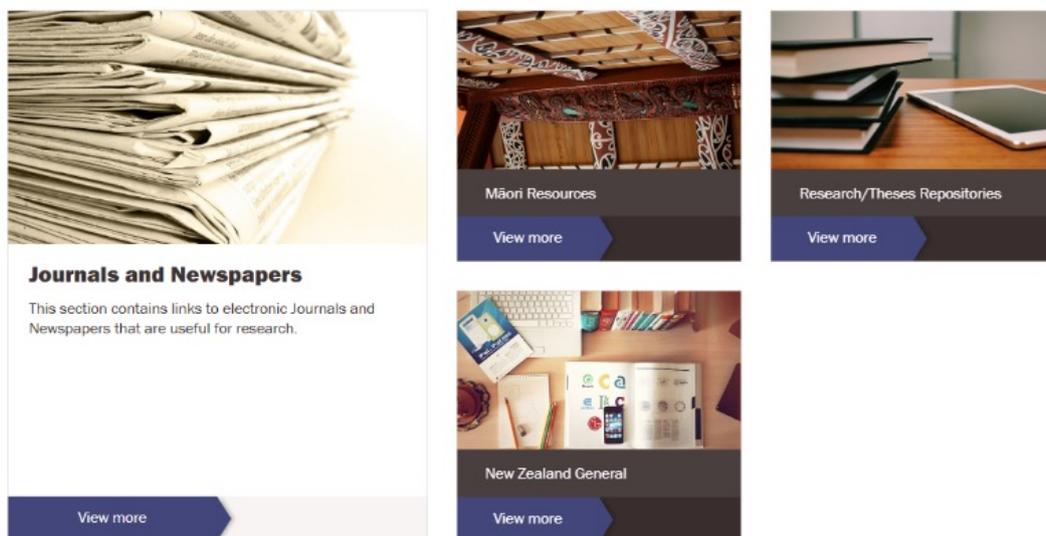
https://www.wananga.ac.nz/support/library/

If you do not know the Username and Password, please contact the Library

Online Databases are listed alphabetically. Click on the name of the database you wish to search and proceed with your searching.

Note: Online databases can also be searched via the Library Catalogue using the 'Federated Search' function.

HOW TO ACCESS E-RESOURCES

An electronic resource is defined as materials that require computer mediation in order to access the content and make it useful. They include both "born digital" material that has been produced directly online, and print resources that have been digitised. This electronic resource collection provides access to free e-resources which complements the Library's physical collections.

Journals and Newspapers
This section contains links to electronic Journals and Newspapers that are useful for research.

View more

Māori Resources
View more

Research/Theses Repositories
View more

New Zealand General
View more

CLICK ON 'WHAT ELECTRONIC RESOURCES ARE AVAILABLE? – VIEW MORE

https://www.wananga.ac.nz/support/library/

Electronic resources are arranged under the following categories:

• Journals & Newspapers

• Māori Resources

• New Zealand - General

• Research/Theses Repositories

BOOK PURCHASING SUGGESTIONS

We welcome your suggestions for items you would like the Library to purchase. All suggestions will be considered however we cannot guarantee that all suggestions will be purchased.
Please send the following information (via email)

Book Information: Author, Title, Publisher, Publication date, ISBN
Do you wish to place this item on 'Reserve' if it is purchased? Y   N
If Yes what is your Student ID#
Any other supporting information?
Email: *library@wananga.ac.nz*

HOW TO ACCESS

ETV is the largest online video platform for educators in New Zealand with over 150,000 videos providing real-time and real-life resources through recorded TV programmes including live streams and on demand videos. ETV is delivered in the 'Cloud' and therefore accessible from any internet connection. ETV works better on 'Chrome' or 'Firefox'.

Access to ETV has changed. We now use Single Sign On (SSS) for Awanuiārangi staff and students. This means you can log in using your *wananga.ac.nz* or *ewananga.ac.nz* email addresses/password to login.

Old accounts can still be accessed by putting a _ (underscore) in front of the email address and typing the corresponding password for the account. This allows users to retrieve recording content they've ordered and recreate their favourites list.

If you have any issues please email *library@wananga.ac.nz* for assistance.

CONTACT DETAILS

Te Whare Wānanga o Awanuiārangi Library

Private Bag 1006, 13 Domain Road, Whakatāne 3158

Ph: 07 307 1467 or 0508 92 62 64

Website: **https://www.wananga.ac.nz/support/library/**

Library Staff: Left to Right:

Mereana Coleman, Kahupora Puutu, Bev Paul and Michelle Kohu (missing in action).